



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 25/26/27

FACILITATOR FOR BUSINESS AND INVESTMENT INDABA

Quotations are hereby called from suitably and experienced service providers to facilitate for tourism and investment indaba as per the following specification:

Selling of quotation document will commence on **Thursday 17th of September 2026**.
The cut-off time for selling of quotation documents is 15H00 on Wednesday, 23rd of September 2026.

The physical address for payment is No.2 Nkonjane Road Sundumbili (cashiers office)
Protection services, payment of a non-refundable fee of **R60.00** (inclusive of VAT)

Objective:

To appoint a professional service provider to plan, organize, and execute the Mandeni Tourism and Investment Indaba, promoting economic growth, tourism, and investment opportunities in Mandeni.

Scope of Work:

1. Event Concept and Theme:
 - Develop a unique theme and concept for the indaba.
 - Align the event with Mandeni's investment priorities.
2. Logistics and Venue Management:
 - Manage venue setup, logistics, and technical requirements.
3. Speaker and Delegate Management:
 - Identify and invite key stakeholders, speakers, and delegates.
 - Registration for speakers and VIPs.

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. MS Mdunge | Cllr. M. Mthembu

Role and Responsibilities of the Service Provider:

- **Project Manager:**
 - Coordinate all aspects of the indaba.
 - Ensure timely delivery of tasks and adherence to budget.
- **Marketing and Communications Specialist:**
 - Promote the event through various channels.
 - Manage media relations and press coverage.

Item	Specification	Quantity
Panellist	Sourcing a qualified and experienced facilitator to lead a 1 full day Mandeni Business investment indaba summit, ensuring effective engagement, knowledge transfer, and alignment with national and local investment priorities. The facilitator must provide his support staff to assist on administration and taking records, advertising and promoting the indaba including 4 mandatory panellist who are specialist in fields business, commerce and economics. All their logistics must be beard by the bidder	1
Marketing and Promotion	Develop a comprehensive marketing strategy (social media, print, radio, etc.). Indicate which platforms will be used to market. Design promotional materials, invitations, and event branding.	1
Program Development	Curate an engaging program with plenary sessions, workshops, and site visits. Facilitate panel discussions and networking opportunities.	1
Stage Deco	Décor to include the following Front Draping covering the stage	1

	Lounge setup to sit 6 people on the stage with a carpet, coffee table and a centrepiece Lounge setup to sit 15 people on the floor with 2 coffee tables and 2 side tables 75 conference trestle tables with black table covers. 150 conference chairs Photo Booth with a single couch and welcome board backdrop	
Lunch	Savoury rice Beef curry Fried fish Roasted chicken Jege (steamed bread) 2 salads, 1 vegetable. 100% fruit juice or soft drinks	200
Stationery	A5 Note pad with municipal logo and engraved pen with municipal logo and name.	200
Sound system	The Audio visuals to include PA sound system, 3 x wireless microphones, 3X lapel body mics, 1 standing mic Audio visual to be provided on 17 April 2026 set up time to be 07:00.	1
Bottled Water	Still water/ Sparkling	200
Sweets	Sweets for the tables e.g., Endearments	75 packets

The bidder shall be evaluated on the service of facilitation to determine the eligibility to perform this task.

No	Evaluation Matrix	Point	Means of verification	Score				
1.	Experience of the Company in facilltating similar projects. The bidder shall furnish a list of similar events of facilitation with references having details of persons to be contacted to verify the claims. <table><tr><td>Number of events</td><td>3</td><td>4</td><td>5 and above</td></tr></table>	Number of events	3	4	5 and above	20	Traceable Reference letters and award letters /purchase orders	
Number of events	3	4	5 and above					

	Points	5	10	20			
2.	Experience of the facilitator in executing similar job. The bidder shall furnish a CV of the facilitator with the list of similar job undertaken in last 10 years with references having details of persons to be contacted to verify the claims. Attach qualifications.				20	Résumé/CV of facilitator with relevant qualification and experience in commerce, tourism / hospitality. A minimum of bachelor's degree is required	
	Number of events	1	2-3	4 and above			
	Points	5	10	20			
6.	The bidder must score a minimum of 30 point to qualify to be further evaluated						

Quotations will be evaluated and adjudicated according to the following criteria:

The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	5	CIPC registration documents
Enterprise 100% owned by person living with disability	4	Medical certificate
EME or QSE which is at least 100% owned by black people	4	ID Copy of directors and CSD
Enterprise 100% owned by Women	4	ID Copy of directors and CSD
Enterprise 100% owned by Youth	3	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state
- Council's Supply Chain Management Policy.

- Quotation must be submitted on the official letterhead of your business and be valid for the period of 30 days. If quotations are called for number of items, unit price per item must be stated and total amount.
- No quotations will be considered from persons in the services of any organ of the state.
- At least any 2 items similar on this project, reference letters and purchase orders with the value exceeding R200 000.00
- Service providers to complete in fully all relevant MBD's (1,4,8,9)
- Minimum of 30 points on evaluation matrix
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Profiles of at least 3 panelists including their field of expertise.
- Company registration document with CIPC and copies of directors ID
- A copy of the most recent municipal account in which the business is registered. Local municipality (rates, electricity and other) or if the bidder is a tenant, then a full lease agreement and a certificate from landlord indicating that the levies are not in arrears or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and water. Submit both for bidder and director. Failure to attach will lead to disqualification.
- Bidders who did not purchase the document will be disqualified.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- Non-compliance with the above-mentioned criteria will lead to disqualification

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked "**FACILITATOR FOR MANDENI BUSINESS AND INVESTMENT INDABA: 25/26/27**" and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Friday, the 25th of September 2026**. **Late and verbal quotations will under no circumstances be considered.** The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action.

Technical enquiries may be directed to Ms. Zama Mnqayi and SCM enquiries to Lungisani Nduli on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 17/09/2026