Office of the Municipal Manager

Tel 032 456 8200
Fax 032 456 2504 / 086 568 9741
Email ceo@mandeni.gov.za

2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa
PO Box 144, Mandeni, 4490

www.mandeni.gov.za

SUPPLY CHAIN MANAGEMENT UNIT
ADVERTISEMENT

QUOTATION NO: 51/26/27

SUPPLY AND ERECT VVIP TENT FOR COUNCIL INAUGURATION

Quotations are hereby called from suitably and experienced service providers for provision of logistical items for events as per the following specification:

Selling of quotation document will commence **on Thursday 12th of November 2026. The cut-off time for selling of quotation documents is 15H00 on Wednesday, 18th of November 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) (Cash **ONLY**)

Item	Specification	Quantity
Organise		
TENTS.	500 Seater framed tent with engineer certificate 20 Round tables with black tablecloth 7 trestle tables with black covers 2 table centrepieces 200 chair covers full decoration of tent	1
HALL DECORATIN	Stage: Front draping in Municipal Colors Black skirting for the stage floor Black skirting for 2 tables and a fresh floral arrangement centerpiece Floor sitting 100 Gold metal frame banquet chairs with black upholstered oval backrest & seat 100 black chairs covers Black table skirting for 27 Tables 2 x Gold-plated stainless-steel stanchions with red velvet rope barriers 4m Red Carpet Foyer/ Entry way setup	1

	Welcome photobooth and branded photography station Freestanding backdrop featuring Municipal Logo and the wording (Mandeni Municipality's Inaugural Council Meeting & Date) 2 Seater couch (Navy or Blue) & a white faux fur rug Elegant Décor in appropriate Municipal colors around the backdrop Gold-plated stainless-steel stanchions with red velvet rope barriers 6	

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

- Suppliers must be registered on the National Treasury's Central Supplier Database (CSD) and provide 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, and the full CSD report must be attached.
- Service providers to complete all relevant MBD's (1,4,8,9) in full
- 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 people in the services of any organ of the state.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Company registration document with CIPC.
- At least 2 projects with tents or sound. Submit reference letters with purchase orders or appointment letters with the value exceeding R60 000.00
- Appointed service provider will be required to work with ward based local service providers in providing portion of service, a signed letter of intent to commit to this clause must be attached by the representative of the bidder
- Financial capacity will be tested in terms of bank statement reflecting a minimum of R50 000.00 bidder must attach bank statement
- 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 affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and other. Attach both for the bidder and the director.
- 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 "**SUPPLY AND ERECT VVIP TENT FOR COUNCIL INAUGURATION": 51/26/27**" and must be deposited in the Bid Box situated at the **reception:** Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Thursday the 19th of November 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 relating may be directed to Nombulelo Njapha at 032 456 8370 and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.

MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 12/11/2026