



# SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

22 October 2018

**QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.**

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "REQUEST FOR THE EVENT MANAGEMENT SERVICES FOR THE MAYORAL GOLF CHALLENGE" TO THE QUOTATION BOX SITUATED AT:

RATES AND TAXES HALL (LESEDI OFFICES)  
C/O LOUW AND HF VERWOERD STREET  
HEIDELBERG  
1438

ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO ERNEST DLAMINI AT 016 492 0044/016 492 0023. IT NEED TO BE NOTED THAT THE BRIEFING SECTION WILL BE HELD ON 29 OCTOBER 2018 @10:00 AM AT INFRASTRUCTURE BAORDROOM. ENQUIRIES REGARDING THE BIDDING PROCEDURE SHOULD BE REFERRED TO SIBULELO NXATHI AT TEL 016 492 0202.

DEPARTMENT: CORPORATE SERVICES/MUNICIPAL MANAGER OFFICE

CLOSING DATE: 01 NOVEMBER 2018@12H00

SPECIFICATIONS: EVENT MANAGEMENT SERVICES FOR THE MAYORAL GOLF CHALLENGE

The events company will be required to provide end to end event management services which include:

- Attendance register management
- Creative design
- Marketing
- Sponsorship for the entire event
- Catering services
- Price giving dinner
- Post event reports

The following documents must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Original valid tax clearance certificate
- Municipal Bid Documents (MBD1, MBD 2, MBD 4, MBD 6.1, MBD 8 and MBD 9)
- Clearance Certificate for Water and Lights
- CSD registration



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**EVALUATION CRITERIA:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD forms, Clearance Certificate for Water can be downloaded from our website: [www.lesedilm.gov.za/key/scm](http://www.lesedilm.gov.za/key/scm) or can be obtained from Ms. Sibulelo Nxathi at the SCM office and should be scrutinized, completed and submitted together with your quotation. MBD forms and the Clearance Certificate for Water and Lights must be fully completed and signed. Bids completed in pencil and the use of tippexed will be regarded as invalid bids.

**NB:** It needs to be noted that preferred bidder will be expected to funds raise as the event is going to be staged at no cost to the Municipality. For the event Bidders who are not registered on the Lesedi Local Municipality's database for the year 2018 should make sure that they fill in the application form and submit it as part of their bids on a separate envelope.

Name of Company: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**ADVOCATE GUGU TIMANE**  
**ACTING MUNICIPAL MANAGER**