

**PROPOSALS 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.**

**PROPOSALS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "APPOINTMENT OF A SERVICE PROVIDER FOR ORGANISING AND HOSTING OF LESEDI LOCAL MUNICIPALITY'S YEAR-END FUNCTION"**

**TO THE QUOTATION BOX SITUATED AT: RATES AND TAXES HALL (LESEDI OFFICES)**

**C/O LOUW AND HF VERWOERD STREET**

**HEIDELBERG, 1438**

**ON OR BEFORE, 28 NOVEMBER 2014 AT 12H00. ALL ENQUIRIES SHOULD BE REFERRED TO MR KHOINGI MOLOHLANYE (016) 340 4372/EMAIL: khongim@lesedi.gov.za OR SIBULELO NXATHI @016 340 4538/ sibulelon@lesedi.gov.za WITH REGARDS TO THE BIDDING PROCEDURE.**

**DEPARTMENT: COOPORATE SERVICES**

**DATE: 21 NOVEMBER 2014**

**ITEM DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR ORGANISING AND HOSTING LESEDI LOCAL MUNICIPALITY'S YEAR-END FUNCTION**

**The following information must be submitted with your quotation and failure in submitting these documents will result in your quotation being disqualified:**

- Original valid tax clearance certificate
- MBD Forms listed below ( MBD2, MBD4, MBD 6.1, MBD8, MBD8 & Clearance Certificate for Water & Lights)
- Latest municipal account
- Original BEE certificate of compliance/Certified copy

**EVALUATION CRITERIA:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose MBD 2, MBD 4, MBD 6.1, MBD 8, MBD 9 forms & Clearance Certificate for Water & Lights are obtainable at no cost from Sibulelo Nxathi @ Procurement Office should be scrutinized, completed and submitted.

**FUNCTIONALITY:**

**All quotations received will be evaluated on the basis of functionality and price. The following functionality criteria will be applicable and the maximum weights are indicated in brackets:**

- 1) Proximity of the venue (25)
- 2) Theme of the day(25)



3) Facilities in the venue (25)

4) Size of the venue(25)

A bidder that scores less than 60 % in respect of "Functionality" will be regarded as submitting a non-responsive bid and will be disqualified.

**CHECKLIST**

No	Description	Yes (v)	No (X)
1	Original valid tax clearance certificate		
2	Latest municipal account		
3	Original B-BBEE verification certificate/ Certified copy		
4	MBD 2		
5	MBD 4		
6	MBD 6.1		
7	MBD 8		
8	MBD 9		
9	Clearance certificate for Water and lights (proof that <b>utilities account</b> (rates and taxes account, water and lights account) of the bidder is up to date)		



**K. MOLOHLANYE**

**HEAD OF DEPARTMENT: COOPORATE SERVICES**