



SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

23 October 2019

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 NEEDS TO BE NOTED THAT THE BRIEFING SECTION WILL BE HELD ON 30 OCTOBER 2019 @10:00 AM AT INFRASTRUCTURE BORDROOM. ENQUIRIES REGARDING THE BIDDING PROCEDURE SHOULD BE REFERRED TO SIBULELO MOKOENA OR PAUL MALGAS AT TEL 016 492 0202/0028.

DEPARTMENT: CORPORATE SERVICES/MUNICIPAL MANAGER OFFICE

CLOSING DATE: 01 NOVEMBER 2019@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

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 must ensure that they are registered on the Central Supplier Database (CSD) of the National Treasury.

Name of Company: _____

Fax: _____

Telephone: _____

Date: _____

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

- Tax pin obtained from SARS on SARS letterhead and/or Central Supplier Database (CSD) number on CSD letterhead obtained from www.csd.gov.za, must be provided for verifying the tax compliance status.
- MBD Forms (MBD1, MBD 2, MBD4, MBD 6.1 MBD 8 MBD 9 and the Clearance Certificate for Water & lights)
- Latest municipal account
- Proof of registration on CSD(Central Supplier Database of National Treasury)

EVALUATION CRITERIA: 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD1, MBD 2, MBD4, MBD 6.1 MBD 8 MBD 9 and the Clearance Certificate for Water & lights can be downloaded from our website on the following link: www.lesedilm.gov.za/key/scm. MBD forms should be scrutinized, completed and submitted together with your quotation. All objections and complaints must be lodged within 14 days and in writing to the municipal manager's office.

Designated Group: An EME or QSE which is last 51% owned by:	EME	QSE
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		

NB: Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.

BIDDERS ARE WELCOME TO ATTEND THE OPENING ON THE CLOSING DATE

Approved



Adv.Gugu Thimane

Acting Municipal Manager