



# SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

12 SEPTEMBER 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 CATERING OF THE 60<sup>th</sup> COMMERATION OF RATANDA THE QUOTATION BOX SITUATED AT:

**SUPPLY CHAIN MANAGEMENT OFFICE (LESEDI OFFICES)**

**C/O DU PREEZ AND HF VERWOERD STREET**

**HEIDELBERG**

**1438**

ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO MALEKULA MELATO AT 016 492 0047/016 492 0044. IT NEEDS TO BE NOTED THAT THE BRIEFING SESSION WILL BE HELD ON 17<sup>TH</sup> SEPTEMBER 2018 @ 10:00 AM AT THE INFRASTRUCTURE BOARDROOM ENQUIRIES REGARDING THE BIDDING PROCEDURE SHOULD BE REFERRED TO SIBULELO NXATHI AT TEL 016 492 0202.

**DEPARTMENT: COMMUNITY SERVICES/MUNICIPAL MANAGER OFFICE**

**CLOSING DATE: 20 SEPTEMBER 2018 @ 12H00**

**SPECIFICATIONS: EVENT MANAGEMENT SERVICES FOR CATERING FOR THE 60<sup>th</sup> COMMERATION OF RATANDA**

- Marquee tent for 500 people
- 50M Security fence for the Tent
- Décor for the tent
- Tiffany Chairs
- Round tables
- Cutlery and cookery
- Table clothes
- Refreshment for 1000 people
- Refreshments for elderly people catering for 500 people
- Compensation for the MC



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## REFRESHMENTS FOR 500 PEOPLE

- Water
- 100% juice
- Finger Launch

## REFRESHMENTS FOR 1000 PEOPLE

- Water
- 2 kinds of Fruits
- Sandwich
- Chicken drum stick

The event is going to be held at Ratanda community park on the on the 28 September 2018.

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		

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:

- Copy of tax clearance certificate/Pin Provided by Sars
- Forms listed below ( Evaluation Criteria )
- Latest municipal account / Clearance Certificate for Water and Lights
- Proof of registration on CSD(Central Supplier Database of National Treasury)



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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 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](http://www.lesedilm.gov.za/key/scm) MBD forms should be scrutinized, completed and submitted together with your quotation. All objectives and complains must be lodge within 14 days and in writing to the municipal manager's office.

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**ADV GUGU THIMANE**  
**ACTING MUNICIPAL MANAGER**