

**SUPPLY CHAIN MANAGEMENT UNIT****ADVERTISEMENT****QUOTATION NO: 86/23/24****FACILITATOR FOR SMME FAIR AND TOURISM EXPO**

Quotations are hereby called from suitably and experienced service providers to facilitate for SMME fair and tourism expo as per the following specification:

<b>Item</b>	<b>Specification</b>	<b>Quantity</b>
Breakfast	Tea, coffee, 100% juice, cupcakes, sandwiches	50
Stage Deco	Blue and Yellow with a white background Trussell tables Table clothes 2x 2seater couches for panellist 1 tube chair for facilitator 3 branded plinths	
Interior design	Round tables with black tablecloths	<b>15</b>
Lunch	Savoury rice Beef curry Fried fish Roasted chicken Jeqe (steamed bread) 2 salads, 1 vegetable. 100% fruit juice or soft drinks	200
Sound system	The Audio visuals to include PA sound system, 2 x roving microphone, 2 smart tv screens, to show case digital content. Audio visual to be provided on 20 March 2024 set up time to be 07:00.	
Bottled Water	Still water/ Sparkling	150
Sweets	Sweets for the tables e.g., Endearments	15 packets
Exhibition stand	3X2 m branded exhibition stand	30

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. MS Mdunge | Cllr. M. Mthembu

	Date of erection of shell schemes is one day before the Fair 20 March 2024.	
Event Facilitator	Must be fluent in both Zulu and English	1
Local Artist	Entertainment	2
Red Carpet	For fashion show	1
Frame tent and chairs	200-seater, 40 chairs and 20 foldable tables with tablecloths	1

The bidder shall be evaluated on the service of facilitation in order to determine the eligibility to perform this task.

No	Evaluation Matrix	Point	Means of verification	Score										
1.	<p><b>Experience of the Company in facilitating similar projects.</b> The bidder shall furnish a list of similar events facilitation with references having details of persons to be contacted to verify the claims.</p> <table border="1"> <tr> <td>Number of events</td> <td>1</td> <td>2</td> <td>3</td> <td>4 and above</td> </tr> <tr> <td>Points</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> </tr> </table>	Number of events	1	2	3	4 and above	Points	5	10	15	20	20	Traceable Reference letters or award letters /purchase orders	
Number of events	1	2	3	4 and above										
Points	5	10	15	20										
2.	<p><b>Experience of the facilitator in executing similar job</b></p> <ul style="list-style-type: none"> <li>The bidder shall furnish a CV of the facilitator with the list of similar job undertaken in last 5 years with references having details of persons to be contacted to verify the claims.</li> </ul> <table border="1"> <tr> <td>Number of events</td> <td>1</td> <td>2-3</td> <td>4 and above</td> </tr> <tr> <td>Points</td> <td>5</td> <td>10</td> <td>20</td> </tr> </table>	Number of events	1	2-3	4 and above	Points	5	10	20	20	Résumé/CV of facilitator with relevant qualification and experience on addressing audience			
Number of events	1	2-3	4 and above											
Points	5	10	20											
6.	<b>The bidder must score a minimum of 25 point to qualify to be further evaluated</b>													

**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	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD

EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a 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
- 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 persons in the services of any organ of the state.
- Service providers to complete in fully all relevant MBD's (1,4,6,1,8,9) that are available on municipal website.
- Minimum of 25 points on evaluation matrix
- 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 and copies of directors ID
- 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 a certificate from landlord indicating that the levies are not in arrears or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and water. Submit both for bidder and director. Failure to attach will lead to disqualification.
- 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 "**FACILITATOR FOR SMME FAIR AND TOURISM EXPO: 86/23/24**" and must be deposited in the Bid Box situated at the Reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Tuesday, the 05<sup>th</sup> of March 2024. 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 may be directed to Ms. Zama Mnqayi and SCM enquiries to Lungisani Nduli on 032-456 8200.

  
**MR SG KHUZWAYO**  
**MUNICIPAL MANAGER**

Date: 08/03/2024