

**SUPPLY CHAIN MANAGEMENT UNIT****ADVERTISEMENT****QUOTATION NO: 36/24/25****FACILITATOR FOR ENVIRONMENT CLIMATE CHANGE INDABA 2024**

Quotations are hereby called from suitably and experienced service providers to facilitate for Environment Climate Change Indaba as per the following specification:

Selling of quotation document will commence **on Tuesday, 22th of October 2024. The cut-off time for selling of quotation documents is 15H00 on Monday, 28th of October 2024.**

The physical address for payment is No.2 Nkonjane Road Sundumbili (cashiers office) Protection services, payment of a non-refundable fee of **R60.00** (inclusive of VAT)

Item	Specification	Quantity
Breakfast	Sandwich platter (chicken and mayo, ham and cheese), scones and muffins with butter, hot beverages and juice. Toothpicks, wet wipes and serviettes	100
Stage Deco (Lounge style sitting)	Stage frill Two side tables One glass coffee table Red Carpet 12m Five single seater couches for delegates Floral arrangement	
Interior design	Trestle tables each table that accommodate 2 people with 253 black tablecloths and 506 black chair covers	253
Lunch	Savoury rice Beef curry Fried fish (hake) Grilled chicken Drumsticks Jeqe (steamed bread) 3 salads, 2 vegetables. 100% fruit juice and soft drinks Toothpicks, wet wipes and serviettes	100

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. BA Mchunu | Cllr. M. Mthembu

Desert	Pastry and pudding with custard	100
Sound system	The Audio visuals to include PA sound system, 3 x wireless microphones, one standing mic, 2x 6m ² screens, projector to show case digital content. Audio visual to be provided on 7 and 8 November 2024 set up time to be 07:00 at Sibusisiwe Hall.	
Bottled Water	Still water	100
Event Facilitator	Must be fluent in both Zulu and English	1
Red Carpet	For the passage	1

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.
- At least 2 similar projects, either reference letters or purchase orders with the value exceeding R100 000.00

- 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 ENVIRONMENT CLIMATE CHANGE INDABA 2024: 36/24/25**" and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Tuesday, the 29th of October 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 Mrs. Mazula and SCM enquiries to Lungisani Nduli on 032-456 8200.


 MR SG KHUZWAYO
 MUNICIPAL MANAGER

Date: 20/10/2024