

**SUPPLY CHAIN MANAGEMENT UNIT****ADVERTISEMENT****QUOTATION NO: 45/24/25****FACILITATOR FOR MANDENI HERITAGE AND FASHION SHOW EVENT**

Quotations are hereby called from suitably and experienced service providers to facilitate for Mandeni heritage and fashion show event as per the following specification:

Selling of quotation document will commence on **Friday 29<sup>th</sup> of November 2024**. The cut-off time for selling of quotation documents is **15H00 on Thursday, 05<sup>th</sup> of December 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)

<b>Item</b>	<b>Specification</b>	<b>Quantity</b>
Catering	<b>Lunch Menu (Braai Menu)</b> Beef, Boerewors, and grilled Chicken Buttered Rolls or Pap 2 x Salads (Green Salad and Coleslaw) 1 x Veggie 100% Canned Fruit Juice Cutlery and Crocket or Take Away Food Containers and Disposable Plastic Bulk Cutlery Set	200
Water	water bottles (330ml)	300
Vouchers	<b>Shopping Vouchers for the Mandeni Heritage and Fashion Show event winners</b> Vouchers to be arranged as follows: 2 x Vouchers worth R7 500 each (For first place fashion designers on 2 categories:	1

Executive Committee

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

	<p>Traditional fashion, Western fashion)  2 x Vouchers worth R5 000 each (For second place fashion designers on 2 categories: Traditional fashion, Western fashion)  2 x Vouchers worth R2 000 each (For third place fashion designers on 2 categories: Traditional fashion, Urban fashion, Western fashion)  10 x Vouchers worth R 500 each (For the rest fashion designers participating in the event)  Total value of vouchers is R34 000.00</p>	
Sound system	<p><b>Sourcing sound systems and stage for the Mandeni Heritage and Fashion Show event</b>  Scheduled for the 07th of December 2024 at Ngcedomhlophe Sport Ground:  <b>Sound System</b>  2 x Pioneer CDJs 1000  1 x Pioneer DJM-800 Mixer  4 x Dynamic Voice Microphones  2 x Stage Monitors  2 x Line Array DJ Monitor  1 x DJ Bass Bin  8 x Line Array  8 x Bass Bin Speakers</p> <p><b>Stage</b>  9 x 2 x 1 Meter Stage boards with adjustable legs</p> <p><b>Power Equipment</b>  40kva Generator with Fuel (17 Hour)  Set up must be done the day before</p>	1
Equipment and Set-Up	<p><b>Sourcing of the 200-seater Frame Tent with deco for the Mandeni Heritage Parade and Fashion Show</b>  Scheduled for the 7th of December 2024 at Ngcedomhlophe Sport Field:  Deco to include the follow:</p>	

	30 x VIP Couches set with center tables 100 x Wimbledon Chairs 3 x Rectangle Wooden tables for Judges 9 x 24m Astro tuff	
Event Facilitator	<b>Sourcing the facilitating service provider to facilitate the Mandeni Heritage Parade and Fashion Show</b> Scheduled for the 07th of December 2024 at Ngcedomhlophe Sports ground: Facilitation will amongst others include: Supply and erect temporary changing rooms on the day (3 x 6M tents) Conduct a one-day workshop for both fashion designers and their models prior the event date Be responsible for the programme arrangement and proceedings throughout the event Bringing the fashion design judges and presentation of the judge's expectation or criteria of judgement Drafting the event close up reports with recommendations for future improvements.	1
Red Carpet	For the passage 12M	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 (1,4,8,9)
- At least 2 any items similar on this project, either reference letters or purchase orders with the value exceeding R50 000.00
- Company registration document with CIPC.
- A copy of the most recent municipal account in which the business is registered. District municipality (water) and 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 for both 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.
- Attach proof of purchase of quotation document.
- 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 MANDENI HERITAGE AND FASHION SHOW EVENT: 45/24/25**" and must be deposited in the Bid Box situated at the **Reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Friday, the 06<sup>th</sup> of December 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 relating may be directed to Ngcebo Mazibuko and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.

  


---

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

Date: 29/11/2024