



SUPPLY CHAIN MANAGEMENT UNIT

RE-ADVERTISEMENT

QUOTATION NO:109/24/25

FACILITATION OF MANDENI TAKE-ME-TO-VARSITY OUTREACH CAMPAIGN

Quotations are hereby called from suitably qualified and experienced service providers to facilitation of the **Mandeni Take-Me-To-Varsity/Right-To-Learn Outreach Campaign** as per the following specification:

Selling of quotation document will commence on **Tuesday, 20th of May 2025**. The **cut-off time for selling of quotation documents is 15H00 on Monday, 26th of May 2025**.

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)

1. FACILITATION OF THE 2-WEEKS LONG SCHOOLS OUTREACH FOR MANDENI LOCAL MUNICIPALITY

We request proposal and quotation from qualified, experienced, suitable and credible service providers to undertake the school's outreach programme working hand-in-hand with the Municipality, Department of Education, Provincial Institutions of Higher Learning and other critical educational stakeholders. The following criteria will be used to select/appoint the suitable service provider.

Qty	Item	Description
1	1	Facilitating service provider to facilitate the Mandeni Take-Me-To-Varsity Outreach Campaign for a duration of 2-weeks period for 20 schools.

2. Scope of work

- Information and access to applications for all institutions of higher learning in South Africa.
- Knowledge and access for applications to NSFAS and all other available bursaries across all academic streams/faculties.
- Career Counselling and Guidance knowledge.

3. Logistics Required

- 10 laptops with access to internet
- WiFi connectivity with uncapped data for the laptops

- Portable scanner and a printing/copying machine
- Team of 15 members who possess knowledge on higher learning (preferably graduates or registered students) and to facilitate the process.
- Provide your own transportation and accommodation for the whole team throughout the duration of the outreach campaign, 2-weeks.

4. **Deliverables:**

- Facilitation of the outreach and properly guide matriculants through their application process.
- Provision of career guidance, career counselling and career path.
- Guidance on expectations of different institutions of higher learning, Tvet, University of technology and Traditional Universities.
- Motivation to matriculants and flyers, application forms, directory to relevant websites for bursaries and applications, etc.
- Further outline and agree to the duration of outreach time frame.

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	5	CIPC registration documents
Enterprise 100% owned by person living with disability	4	Medical certificate
EME or QSE which is at least 100% owned by black people	4	ID Copy of directors and CSD
Enterprise 100% owned by Women	4	ID Copy of directors and CSD
Enterprise 100% owned by Youth	3	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 full all relevant MBD's (1,4,6.1,8,9) that are available on municipal website.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.

- CV of a facilitator with a B tech or Junior degree qualification, the facilitator must be associated with a bidder. **MUST BE CLEARLY IDENTIFIED BY THE BIDDER.**
- CV's of team members with at final year of studying in a higher learning institution or be graduates. (2 pages and an academic record of certificates or qualification)
- 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. Failure to attach will lead to disqualification. Provide both for bidder and directors.
- 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 **"FACILITATION OF MANDENI TAKE-ME-TO-VARSITY-OUTREACH CAMPAIGN"** Quotation number: **109/24/25** and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Tuesday, the 27th of May 2025. 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 Mr. Ngcebo Mazibuko and SCM enquiries to Mr. Lungisani Nduli on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 20/05/2025