



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 135/24/25

FACILITATOR TO LEAD A 2 DAYS LONG MANDENI YOUTH SUMMIT WORKSHOP FOR MANDENI MUNICIPALITY

The Mandeni Local Municipality invites qualified and experienced service providers to submit proposals for the facilitation of the Mandeni youth summit

Selling of quotation document will commence on **Tuesday 10th of June 2025**. The cut-off time for selling of quotation documents is **15H00 on Monday, 16th of June 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)

Scope of Work

The selected service provider will be responsible for the following:

1. Designing and delivering interactive workshop sessions
2. Engaging youth participants in meaningful dialogue
3. Facilitating group activities discussions, and feedback sessions
4. Documenting outcomes and recommendations from the summit
5. Aligning workshop content with relevant youth development policies and strategies and the broader Municipality policies and strategies

Item	Specification	Quantity
Facilitator for 2 days	Sourcing a qualified and experienced facilitator to lead the 2 days long Mandeni Youth Summit Workshop, ensuring effective engagement, knowledge transfer, and alignment with national and local youth development priorities. The facilitator must provide his support staff to assist on administration and taking records They must provide their transport and accommodation at Hampshire hotel Ballito.	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 Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. BA Mchunu | Cllr. M. Mthembu

No	Evaluation Matrix	Point	Means of verification	Score										
1.	<p>Experience of the Company in facilitating similar projects.</p> <p>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><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>Experience of the facilitator in executing similar job</p> <ul style="list-style-type: none">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. <table><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 Presentation			
Number of events	1	2-3	4 and above											
Points	5	10	20											
6.	<p>The bidder must score a minimum of 25 point to qualify to be further evaluated</p>													

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.
- 25 points on evaluation matrix
- 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 R100 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 TO LEAD A 2 DAYS LONG MANDENI YOUTH SUMMIT WORKSHOP FOR MANDENI MUNICIPALITY**": .135/24/25" and must be deposited in the Bid Box situated at the **Reception**: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Tuesday, the 17th of June 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 relating may be directed to Ncebo Mazibuko and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 09/06/2025