



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 10/25/26

FACILITATOR FOR WOMEN'S DAY COMMEMORATION

Quotations are hereby called from suitably and experienced service providers to facilitate for women's day commemoration as per the following specification:

Selling of quotation document will commence on **Thursday 07th of August 2025**.
The cut-off time for selling of quotation documents is 15H00 on Wednesday, 13th of August 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)

Item	Specification	Quantity
The facilitator		
Catering	Menu: Savory rice Roasted Chicken Fried fish Beef curry Roasted Veggie Creamy potatoes Beetroot with feta Fruit juice not less than 80%	500
Stage set-up	Lounge set-up for 6 guests using navy or blue tub chairs With side table and carpet	1
Floor set-up	50 x round tables with black tablecloth 50 x Black chair covers Center piece for 500 guests Separate set-up for 10 dignitaries	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. LR Magwaza | Cllr. M. Shelembe | Cllr. BA Mchunu | Cllr. SC Mdletshe

Set-up for picturers	Couch setup Backdrop Welcome board Photobooth	1
Full band set-up	2 x Local female artists 1 x National female artist 1 x Female motivational speaker 1 x Female program director	1
Gifts	Vintage kitchen apron with pockets must be embroidered with Mandeni Municipal logo and theme	500
Printings	Sitting plan and program	500

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:

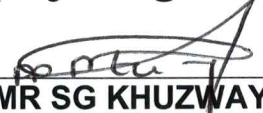
Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	5	CIPC registration documents
Enterprise 100% owned by person living with disability	4	Medical certificate
EME or QSE which is at least 100% owned by black people	4	ID Copy of directors and 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.
- The 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)
- Provide at least two purchase orders/award letters and reference letters together with images of the past events showing that the event was executed by the bidder.
- Company registration document with CIPC.
- 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 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.
- 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 WOMEN'S DAY COMMEMORATION**": .10/25/26" and must be deposited in the Bid Box situated at the **reception**: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Thursday, the 14th of August 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 Nokukhanya Manzi at 032 456 8370 and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 07/08/2025