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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 122/24/25

FACILITATOR FOR MANDENI MUNICIPALITY SPORT AWARDS PROJECTS MANAGEMENT

The Mandeni Local Municipality invites qualified service providers to submit proposals for the facilitation of the Mandeni Sport Awards. This prestigious event aims to honor sportsmen and women who have significantly contributed to sport development in Mandeni, acknowledging their successes and the efforts of players, coaches, team managers, referees, and clubs.

Quotations are hereby called from suitably and experienced service providers to facilitate for Africa day celebration as per the following specification:

Selling of quotation document will commence **on Friday 23rd of May 2025. The cut-off time for selling of quotation documents is 15H00 on Thursday, 29th 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)

Scope of Work

The selected service provider will be responsible for the following:

1. Event Planning and Coordination

- Develop a detailed event plan, including timelines, logistics, and program schedule.
- Coordinate with the municipality and stakeholders to ensure smooth execution of the event.

2. Venue Management

- Manage venue setup, including seating arrangements, stage setup, and technical requirements.

3. Marketing and Promotion

- Develop and implement a marketing strategy to promote the event.
- Design promotional materials, including posters, flyers, and social media content.

4. Award Presentation

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

- Organize the award presentation ceremony, including the procurement of trophies and certificates.
- Coordinate with presenters and guest speakers.

5. Entertainment and Catering

- Arrange for entertainment, such as performances or music.
- Manage catering services, including menu selection and food service.

Programme Outputs

The service provider is expected to deliver the following outputs:

- Detailed event plan and timeline
- Secured venue and setup
- Marketing and promotional materials
- Managed guest list and RSVPs
- Organized award presentation ceremony
- Arranged entertainment and catering
- Post-event evaluation report

Item	Specification	Quantity
Starter	Starter menu: samosa, chicken wings, mini burgers, cocktail rolls, spring rolls, chicken wrap, souces. Starter to be served in tables with juice not less than 80%	150
Catering	Menu: Lunch: Savoury rice beef curry Chicken curry Roasted chicken Garden salad Friend Fish Creamy potatoes Roasted veggie Fruit juice not less than 80% Bottled water to be placed on tables The service provider must establish 2 serving stations	150
Banners	1600 X 800mm Super Slim Flat Branded Banner with slip on sock 1600 X 800mm Branded double-sided stretch fabric print on a super slim Aluminium frame Additional Branded double-sided stretch fabric print- Strong nylon Pack-up bag with zip and shoulder strap.	4
ARTIST	Full live band set-up with 1 AFRO POP and 1 JAZZ artist and program director	3

Award gifts	A4 Gold wooden frame photo frame for certificate	30
<i>Items to be procured and delivered 2 days before the event</i>	Golden jackets: Grey n loclour, Lightweight jacket, Zip through, Ribbed neckline, cuffs and hem Press stud pocket Jacket and coat style bomber, Long sleeve, Fabric polyester 100% Nylon /lining100% poly embroidered with Mandeni municipal logo and writing to be provided	15
	Branded Pens for guest, and key holders	150
	Sweets	Sweets for the tables e.g., Endearments 15 packets
Sound system and stage and live band	Live band setup with backline that can accommodate 5 piece Indoor sound system 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	1
Facilitator	Event facilitator The facilitator must be able to unpack and present sport strategy to all stakeholders and craft a post event evaluation report.	
Equipment and Set-Up	Décor to include the following Front Draping covering the stage Lounge setup to sit 6 people on the stage with a carpet, Set-up for guests to include: round trestle covered tables, napkins, runners, underplates (champ and wine glass), plates & cutlery, centre piece, tiffany chairs white Carpet (50m) 360 degrees rotation Photo Booth with a single couch and welcome board backdrop	1

No	Evaluation Matrix	Point	Means of verification	Score
1.	Experience of the Company in facilitating similar projects. The bidder shall furnish a list of similar events facilitation with references having details of persons to be contacted to verify the claims.	20	Traceable Reference letters or award letters	

	<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		/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 FOR MANDENI MUNICIPALITY SPORT AWARDS PROJECTS MANAGEMENT**" : .122/24/25" and must be deposited in the Bid Box situated at the **Reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Friday, the 30th 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 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: 22/05/2025