



Office of the Municipal Manager

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## SUPPLY CHAIN MANAGEMENT UNIT

### ADVERTISEMENT

QUOTATION NO: 121/24/25

### FACILITATOR FOR AFRICA DAY CELEBRATION

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 23<sup>rd</sup> of May 2025**. The cut-off time for selling of quotation documents is **15H00 on Thursday, 29<sup>th</sup> 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)

Item	Specification	Quantity
Light Breakfast	Breakfast menu: Proper packs with 2 slice sandwiches (chicken and mayo or cheese and polony) plus small juice bottle and one fresh fruit, 40g energy bar	100
Catering	Menu: Rice Jeqe Beef Curry, Chicken Curry and Fried Fish Veggie roast 3x salads 330ml canned juice (cold)	300
Food packs	¼ grilled chicken 2 buttered rolls 1 fruit Soft drink (cold) <i>The service provider shall establish two separate serving stations and professional presentation of catering team/staff is recommended.</i>	1000
Water	500ml Still or mineral water	1000

#### 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

Local artist	Local Artists who will perform	2
Draw card artist	Crowd puller artist	1
PA system	PA Systems Outdoor Speaker  Live streaming with three Camera TV screens	2
Sound system and stage	Outdoor 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
Toilets	4 VIP toilets 10 Non flush toilets for public	
tents	1000-seater frame marquee with chairs.	1
Equipment and Set-Up	Stage and VIP setup Décor to include the following 20 x VIP Couches set with center tables 60 x Wimbledon Chairs 9 x 24m Astro tuff Lounge setup to sit 15 people on the stage with a carpet, coffee table and a centrepiece with 2 coffee tables and 2 side tables	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	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 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 AFRICA CELEBRATION DAY: .121/24/25**" and must be deposited in the Bid Box situated at the **Reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Friday, the 30<sup>th</sup> 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 Mduduzi Manzi and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.

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

Date: 23/05/2025