



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 39/25/26

FACILITATOR FOR MANDENI MUNICIPALITY EMPLOYEE AWARDS

Quotations are hereby called from suitably and experienced service providers to facilitate Mandeni Municipality employee awards as per the following specification:

Selling of quotation document will commence on **Thursday 30th of October 2025**.
The cut-off time for selling of quotation documents is 15H00 on Wednesday, 05th of November 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: Rice Beef Curry, Roasted Mutton and Roasted chicken Veggie roast, 2x salads 330ml canned juice (cold) and or soft drink <i>The service provider shall establish a serving stations and professional presentation of catering team/staff is recommended.</i>	100
Water	500ml still water	100
MC/Host	Provision of a professional master of ceremonies with a profession and at least 2 events of a similar nature conducted previously.	1
Stage setup	Front décor of the with the municipal colours and stage be decorated with flowers 40 black chair covers 3 table with white tablecloth 1 Table with tablecloth and fresh flower on top Backdrop that sets the theme of the event Welcoming Board	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

Indoor sound system	Indoor sound system equivalent to 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
Gifts	5 X 20lt Microwaves 7 X Mega Master 700-barrel crossover Braai stand 13 X 3.5lt Airfryer 8 X 1.5lt Blenders 8 X 3.5lt Slowcooker 3 X 1.5lt Coffee Maker	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.

- 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)
- Price tendered must be firm and inclusive of VAT
- 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.
- Profile of MC's with at least one relevant experience in the field of hosting ceremony or awards and must have a profession.
- 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 MANDENI MUNICIPALITY EMPLOYEE AWARDS**": .39/25/26" and must be deposited in the Bid Box situated at the **reception**: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Thursday, the 06th of November 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 Slindile Biyela 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: 20/10/2025