



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 56/25/26

FACILITATOR FOR MANDENI MUNICIPALITY YEAR-END FUNCTION

Quotations are hereby called from a suitable and qualified service provider to facilitate a Municipal year-end function.

Selling of quotation document will commence on **Thursday 04th of December 2025**. The cut-off time for selling of quotation documents is **15H00 on Tuesday, 09th of December 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) (Cash **ONLY**)

Item	Specification	Quantity
Promotional Material	Fast charge power bank with 10 000mAh capacity. Must be branded with Municipal logo.	400
Decoration	Front draping in the municipal colours 4 table setup each table accommodating 10 people. Couch setup for 10 dignitaries. Welcoming board of photobooth for the themed event. NB: Service provider to consult with HR Officer to discuss details on the Welcoming board.	
Gifts for staff members	20L Microwaves	5
	Mega master 700-barrel cross over braai stand	7
	3,5L Air fryer	13
	1,5L Blenders	8
	3,5L slow cooker	8
	1,5L Coffee maker	3

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

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

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). 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)
- At least 2 any items similar on this project, either reference or appointment letter or purchase orders with the value exceeding R200 000.00
- 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 or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and other. Submit for both bidder and director.
- 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 YEAR END FUNCTION: .56/25/26"** and must be deposited in the Bid Box situated at the **reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Wednesday, the 10th of December 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. Specification enquiries relating may be directed to Kuhle Ngwane and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.

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MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 04/12/2025