



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 67/24/25

FACILITATOR FOR MANDENI MATRIC EXCELLENCE AWARDS 2025

Quotations are hereby called from suitably and experienced service providers to facilitate for Mandeni Matric Excellence Awards 2026 as per the following specification:

Selling of quotation document will commence on **Friday 16th of January 2026**. The cut-off time for selling of quotation documents is **15H00 on Thursday, 22nd of January 2026**.

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
Light Breakfast	Breakfast menu: Proper packs with 2 slice sandwiches (chicken and mayo & cheese and polony) plus small juice bottle and one fresh fruit.	300
Catering	Menu: Rice Steamed bread Beef Curry and Chicken Curry Grilled Fish Veggie roast 3x salads 330ml canned juice (cold) <i>The service provider shall establish two separate serving stations and professional presentation of catering che/s/staff is recommended.</i>	300

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. SC Mdletshe

Water	Still or mineral water	300
Local artist	Local Afro Soul Artists who will perform on the Mandeni Matric Excellence Awards live band scheduled.	2
	Premier artist (afro pop or afro soul)	1
Award gifts <i>Items to be procured and delivered 2 days before the event (30 January 2026)</i>	A4 Wooden photo frames certificates frames.	250
	A3 Wooden photo frames.	10
	A4 hardcore papers for certificate	500
	A3 hardcore papers for certificate	30
	Glass trophies engraved with Municipal Logo and written Matric Excellence awards 2026 and specific items names which will be confirmed with the municipality youth office official.	150
	Study Laptops with laptop bags OS Win 10 pro: Model L490: Processor intel i5-8250U: RAM 8GB DDR4; Storage 512 SSD ;Display 14" FHD Connectivity RJ-45, 802.11ac	5
	Black ballpens engraved Mandeni logo and written Matric awards with A6 notebooks engraved Mandeni logo and written 2026 Mandeni Matric Excellence Awards- Small gift bags that will put the above inside.	300

Sound system	Sound system that accommodates 5-piece band setup should include the ff: Balanced tweeters and bass, preferable line arrays speakers 6x cordless microphones with stands Sound smoke Stage lights	1
Equipment and Set-Up	Décor to include the following Front Draping covering the stage Lounge setup to sit people on the stage with a carpet (Executive), coffee table and a centrepiece Lounge setup to sit 20 people on the floor with 3 coffee tables and 2 side tables 250 conference trestle tables with black table covers. 250 black chair covers with a touch of gold. 3m Red Carpet 360 degrees rotation Photo Booth with a single couch and welcome board backdrop written 2026 Mandeni Matric Excellence Awards to operate for the whole day.	

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	3	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	5	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)
- 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. Total value of events must be above R300 00.00 with at least one above 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 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 (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 MATRIC EXCELLENCE AWARDS 2025: .67/25/26**" and must be deposited in the Bid Box situated at the **Reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Friday, the 23rd of January 2026. 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 Ngcebo Mazibuko and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 16/01/2026