



Lesedi Local Municipality
1 HF Verwoerd Street
Civic Centre Building, Heidelberg
PO Box 201, Heidelberg, Gauteng, 1438
Tel: +27 16 492 0018
Fax: +27 86 601 5221
Email: cfo@lesedi.gov.za
www.lesedilm.co.za

Office of the Chief Financial Officer

QUOTATIONS/TENDERS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARK "PROVISION OF SERVICES FOR HOSTING THE MAYORAL INAUGURATION".

TO THE QUOTATION BOX SITUATED AT: RATES AND TAXES HALL (LESEDI OFFICES)

C/O LOUW AND HF VERWOERD STREET

HEIDELBERG

1438

ALL ENQUIRIES SHOULD BE REFERRED TO MELATO MALEKULA @16 492 0047 OR SIBULELO NXATHI@016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: CORPORATE SERVICES

CLOSING DATE: 13 SEPTEMBER 2016@12H00

WORK DESCRIPTION: PROVISION OF SERVICES FOR THE HOSTING OF THE MAYORAL INAUGURATION

The Mayoral Inauguration will be taking place on the 22 September 2016 at the Heidelberg Town hall.

SPECIFICATIONS

Catering (for 300 people)

- Starter
- Lunch

Décor

- Color(To be discussed with the appointed service provider)
- Decoration of the stage
- Round tables & table cloths
- Tiffany chairs



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- Plate holders
- Table centre pieces
- Registration tables (2) covered with table cloths
- Red carpet
- 1 couch and a small coffee table
- All tables must be numbered

Sound system

- Full sound system to be provided
- Event to be videorised and 100 discs must be made and delivered a week or 2 later.

All bids will be evaluated on functionality based on the following criteria:

- Catering-40
- Décor-30
- Sound System-30

All bidders must submit proposals for the functionality evaluation with clear specifications and pictures of the proposed items. Bidders may be requested to prepare presentations on their proposal with samples. A bidder must score a minimum of 60% with regard to functionality to be further evaluated on price.

Security will be provided by the municipality

NB: All items must be quoted for separately (i.e. Catering, Décor, and Sound system), and the Lesedi Local Municipality reserves the rights to award the bid as a whole or per parts.

Name of Company: _____ Contact Person _____

Telephone No : _____ Fax/E-mail _____

The following information must be submitted with the quotation, failure in submitting these

Documents will result in a quotation being disqualified:

- Original tax clearance certificate/Pin Provided by Sars
- Forms listed below (Evaluation Criteria)
- Latest Municipal Account/Clearance Certificate for Water and Lights

Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.

Evaluation Criteria: 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose MBD 2, MBD 4, MBD 6.1 MBD 8, MBD 9 and Clearance certificate for water and Lights forms are obtainable at no cost from Ms Sibulelo Nxathi (016)3404538 @ Procurement Office should be scrutinized, completed and submitted together with your quotation. All objections and complaints must be lodged within 14 days and in writing to the municipal's manager's office.

All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link:business.support@csd.gov.za. No business will be conducted with any person who is not registered on this database.

NB: ANY BIDDER WHO ARE INTERESTED TO ATTEND THE OPENING ARE WELCOME TO DO SO



ISAAC RAMPEDI
ACTING MUNICIPAL MANAGER