

16 May 2017

**QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE 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 MARKED "PROVISION OF SERVICES FOR THE IDP MEETING"**

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

**C/O LOUW AND HF VERWOERD STREET**

**HEIDELBERG**

**1438**

ALL ENQUIRIES REGARDING THE SPECIFICATIONS SHOULD BE REFERRED TO MALEKULA MELATO (016) 492 0047 OR SIBULELO NXATHI (016) 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: CORPORATE SERVICES

CLOSING DATE: 23 MAY 2017 @12H00

**ITEM DESCRIPTION**

The IDP Business Breakfast Meeting will be taking place on the 25<sup>th</sup> May 2017 and the venue will be at Aerodrome

**SPECIFICATIONS**

1. Round tables for 100 VIP
  2. Marquee for 100 people
  3. PA system and screens
  4. Catering for 100 VIP
  5. Decoration
  6. VIP Menu
    - Bottled water & 100 % juice(3 flavours) must be on the tables
- Breakfast**
- Coffee/ tea/juice on arrival
  - Breakfast Menu

**FUNCTIONALITY EVALUATION CRITERIA (100 POINTS)**

Functionality points will be spread as follows:

1. Company capability and experience (Proof to be attached with contactable references)

| <b>Previously completed project</b>  | <b>Maximum points to score(50)</b> |
|--|------------------------------------|
| Previously completed 5 or more major event management projects with budgets of over R200 000 | 50                                 |
| Previously completed 3-4 major event management projects with budgets of over R200 000       | 40                                 |
| Previously completed 1-2 major event management projects with budgets of over R200 000       | 20                                 |
| Previously completed 0 event management projects   | 0                                  |

**Failure to attach proof will result in a tenderer being scored zero.**

2. Project personnel – qualifications, experience relating to event management - **(30 Points)**

- Proof of qualifications of key personnel to be attached
- Detailed CV's with contactable references

**Failure to attach the above mentioned will result in a tenderer being scored zero.**

3. Employment of local labour **(20 Points)**

- A letter confirming that the service provider will appoint local labour.

Only bidders who score 65 points or more for functionality will be further evaluated on both Price and B-BBEE points.

Name of Company: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

The following information must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Tax Pin provided by SARS
- Forms listed below ( Evaluation Criteria)
- Latest municipal account

- CSD Registration report
- Letter of good standing from COIDA

**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 the MBD forms, Clearance Certificate for Water can be downloaded from our website: [www.lesedilm.gov.za/key/scm](http://www.lesedilm.gov.za/key/scm) and should be scrutinized, completed and submitted together with your quotation.

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

**ANY BIDDER WHO IS INTERESTED TO ATTEND THE OPENING ARE WELCOME TO DO SO**