

14 JUNE 2018

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 DÉCOR AND CATERING SERVICES FOR THE HOSTING OF THE STATE OF THE MUNICIPAL ADDRESS"

TO THE QUOTATION BOX SITUATED AT: SUPPLY CHAIN MANAGEMENT OFFICE (LESEDI OFFICES)

C/O LOUW AND HF VERWOERD STREET

HEIDELBERG

1438

ALL ENQUIRIES REGARDING THE SPECIFICATIONS SHOULD BE REFERRED TO ERNERST DLAMINI (016) 492 0023 OR SIBULELO NXATHI (016) 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: CORPORATE SERVICES

BRIEFING SESSION: 18 JUNE AT 11:00AM AT INFRASTRUCTURE BOARDROOM

CLOSING DATE: 21 JUNE 2018 @12H00PM.

ITEM DESCRIPTION

The State of the Municipal Address will be taking place on the 28 June 2018 and the venue will be at Multi Purpose Hall in Heidelberg

SPECIFICATIONS (CATERING AND DÉCOR)

1. Round table and chairs 500 VIP
2. Catering for 500 VIP

Menu

Starter:

- Canapes On Arrival/ Starter

- Mint & Herb Crusted Lamb Lollipop
- Crumbed Chicken Lollipops with Prego dipping sauce
- Crumbed Fish Goujons Spikes with a lemon hollandaise
- Caprese Bruschetta rounds

Main Course:

- Traditional Lamb & Potato Curry
- Garlic & Rosemary Roasted Chicken Pieces

Served with

- Basmati Rice / Oven Roasted Baby Potato's
- Steamed broccoli with toasted almonds/ Oven Roasted Butternut Cubes
- Roasted Vegetable Salad
- Sliced Tomato and Provolone with a
- Basil Pesto Dressing

Dessert:

Chocolate Pudding served with Vanilla Ice- Cream

3. Decoration

- Color: Yellow, Gold & Navy Blue
- Decoration of the stage
- Round tables & table cloths
- Venus and Butterflies chairs/ Gold Tiffany Chairs
- Under Plates

- St Joseph Lillies(white only) and Anthurium , stems(Yellow)
- White carpet
- Stage set-up (7 single couches) with fresh flowers

4. Programme Director and Entertainment

FUNCTIONALITY EVALUATION CRITERIA (100 POINTS)

Functionality points will be spread as follows:

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

Previously completed project	Maximum points to score(80)
Previously completed 5 or more major event management projects with budgets of over R200 000	80
Previously completed 3-4 major event management projects with budgets of over R200 000	60
Previously completed 1-2 major event management projects with budgets of over R200 000	40
Previously completed 0 event management projects	0

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

2. 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.



SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

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 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. 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