



Lesedi Local Municipality

1 HF Verwoerd Street

Civic Centre Building, Heidelberg

PO Box 201, Heidelberg, Gauteng, 1438

Tel: +27 16 492 0202

Fax: +27 86 600 9157

Email: ibulelon@lesedi.gov.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 MARKED "RENDERING OF THE YEAR END FUNCTION ON BEHALF OF THE LESEDI LOCAL MUNICIPALITY"

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

C/O LOUW AND HF VERWORD STREET

HEIDELBERG

1438

ON OR BEFORE 11th OF DECEMBER 2015 @12H00. ALL ENQUIRIES MAY BE DIRECTED TO MADLAMINI DLAMINI @016 492 0047.

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

DATE: 03 DECEMBER 2015

WORK DESCRIPTION: RENDERING OF THE YEAR END FUNCTION ON BEHALF OF THE LESEDI LOCAL MUNICIPALITY

NB: Please quote on official company document

SCOPE FOR THE YEAR END FUNCTION:

- **Catering for 650 people;**
- **Marquee of 50 Square meters;**
- **Stage of 4x 2 Meters;**
- **Sound System for 650 people**

NB: An inspection will be conducted on all prospective bidders for the functionality evaluation based on the criteria below:

- **Venue within the boundaries of the Lesedi Local Municipality(20);**
- **Presentation of the Venue(40);**
- **Presentation of the Food(20);**



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➤ **Sound System, Stage & Marque(20)**

NB: Only bidders who score the minimum score 70% will be further evaluated on the 80/20 preference point system.

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
- Forms listed below (Evaluation Criteria)
- Latest Municipal Account
- B-BBEE Verification Certificate.

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 Sebulelo Nxathi (016)492 0202 @ Procurement Office should be scrutinized, completed and submitted together with your quotation. **All objections and complains must be lodge within 14 days and in writing to the municipal's managers office.**

NB: Bidders who are not registered on the Lesedi Local Municipality's database for the year 2015 should make sure that they fill in the application form and submit it as part of their bids.

ISAAC RAMPEDI
ACTING MUNICIPAL MANAGER

CHECKLIST

No	Description	Yes (v)	No (X)
1	All pages are completed, filled and signed by the authorized person		
2	Original valid tax clearance certificate		
3	Latest municipal account		
4	Original B-BBEE verification certificate/ Certified copy		
5	MBD 2		
6	MBD 4		
7	MBD 6.1		
8	MBD 8		
9	MBD 9		
10	Clearance certificate for Water and lights (proof that utilities account (rates and taxes account, water and lights account) of the bidder is up to date, not in arrears for more than 3 months)		

