

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)

<b>Previously completed project</b>	<b>Maximum points to score(80)</b>
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](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**