

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 HOSTING OF THE STATE OF THE MUNICIPAL ADDRESS"

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 State of the Municipal Address will be taking place on the 08th June 2017 and the venue will be at Town Hall in Heidelberg

SPECIFICATIONS

1. Round table 350 VIP
2. Catering for 350 VIP

Menu

- Bottled water & 100 % juice(3 flavours) must be on the tables

- **Starter:**

Coffee/ tea/juice on arrival

- **Main Course**

- Grilled Chicken
- Beef Stew
- Rice & Samp
- Butternut
- Spinach
- Broccoli & Cauliflower
- Pasta salad

3. Decoration

- Color: Gold & cream white
- Decoration of the stage
- Round tables & table clothes
- Tiffany chairs
- Plate holders
- Table centre pieces
- Décor at the registration tables(2)
- Flat flowers on stage x 5
- Red carpet
- 1 couch and a small coffee table

All tables must be numbered

4. Programme Director and Entertainment

5. Sound system (AV equipment) with three big screen tv's(2 big screens in the hall and 1 big screen in the marquee)
6. Ablution facilities – VIP toilets(four, 2 males & 2 females)
 - **Security will be provided by the municipality**

FUNCTIONALITY EVALUATION CRITERIA (100 POINTS)

Functionality points will be spread as follows:

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

Previously completed project	Maximum points to score(50)
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.



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