

MAPHUMULO LOCAL MUNICIPALITY

Private bag x 9205
Maphumulo
4470

MUNICIPALITY PROFILE

Tel: 032 481 4500
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Website: www.maphumuloonline.gov.za

10 OCTOBER 2018

**REQUEST FOR QUOTATIONS: HIRING OF COMBO MARQUEE
BID NO: KZN294/O1238-5COMM/2018/19**

The Maphumulo Local Municipality invites quotations from qualified and experienced service providers for the hiring of event infrastructure for Mayoral Izimbizo to be held in Kwazini Sportfield in ward 05 on the 16 November 2018.

The required equipment are as follows:

- 1000 seater marquee with chairs
- Podium
- VIP Tent with 50 chairs (2 Pole)
- 8 Tables
- 2x Local Artist
- Sound system with X4 cordless mics
- Generator
- Four Mobile toilets (Three public and one VIP toilets)
- Prolight Stage (6x4m)

Bidders must submit their offers on the official Municipal bidding documents, which will be available at the Municipal offices, located at **MR 711, LOT 152, Maphumulo** on **Monday 15 October 2018 ONLY**. A non-refundable document fee of **R100.00** is payable upon collection and payment must be deposited on **ABSA Bank**, account number: **4056102866**.

Completed tender documents must be in a sealed envelope clearly marked "**HIRING OF COMBO MARQUEE IN KWAZINI SPORTFIELD**" and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12h00** on **Thursday 18 October 2018**. Documents will be opened in public. **Telegraphic, faxed, Emailed or posted tenders will not be accepted**. Bidders must attach the following **mandatory returnable documents** in order to be considered for this bid:

- Printed Copy of tax clearance certificate accompanied by a **PIN** for further verification.
- **Certified ID(s) copies** of company director(s) (**Not older than 3 months**)
- **Certified Copy** of company registration (**Not older than 3 months**)
- **Proof of payment** for tender document
- Company municipal rates, electricity or water account **not older than 3 Months**, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- Completed and signed Municipal Bidding Document attached in the tender document.
- Registered on Central Supplier database.

Evaluation will be done on the following two-stage process in terms of National Treasury Circular No: 53

Stage 1

Evaluation of functionality in terms of MFMA Circular 53. Only the service providers who achieve a minimum of 60% or 60 points of the total points will qualify for stage two of the Evaluation process.

The points for stage one will be allocated as follows:

FUNCTIONALITY	POINTS
Proven Track Record	30
Ownership status of the equipment	20
Lead Time and Methodology	20
Local Economic Development	30
Total	100

Stage2:

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders are encouraged to submit an original or certified copy of B-BBEE certificate issued by SANAS Accredited Verification Agency. In case of EMEs bidder may submit an original SWORN Affidavit signed by a commissioner of oaths to claim Preference Points.

All Technical enquiries relating to this tender must be directed to **Mr. ME Ngcobo on 032 481 4500** or email: mfanafuthi.ngcobo@maphumulo.gov.za **Mr. Velani Dube on 032 481 4500** or email: velani@maphumulo.gov.za during office hours (7:30 - 16:00) weekdays. The Maphumulo Municipality does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.



Mr. PN MHLONGO
MUNICIPAL MANAGER