

MAPHUMULO LOCAL MUNICIPALITY

Private bag x 9205
Maphumulo
4470

MUNICIPALITY PROFILE

Tel: 032 481 4500
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08 January 2019

**REQUEST FOR PROPOSAL: EVENT ORGANISER TO SUPPLY FOR THE MATRIC EXCELLENCE AWARDS
KZN294/O1293-7MM/2019**

The Maphumulo Local Municipality invites proposals from qualified and experienced event organizer for the Matric Excellence awards to be held on the 18 January 2019 at Maphumulo Town Hall. The full detailed specification will be made available on tender document.

Bidders must submit their proposal on the official Municipal bidding documents, which will be available at the Municipal offices, located at **MR 711, LOT 152, Maphumulo** on **Friday 11 January 2019 ONLY**. A non-refundable document fee of R100.00 is payable upon collection and payment must be deposited at ABSA Bank, Account No: **4056102866**.

Completed tender documents must be in a sealed envelope clearly marked "**EVENT ORGANISER FOR MATRIC EXCELLENCE**" and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12h00** on **Wednesday 16 January 2019**. Documents will be opened in public. **Late 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 42 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
Lead Time	10
Financial Viability	10
Local Economic Development	20
Total	70

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. NB Hlongwa on 032 481 4500 or email to nkanyiso.hlongwa@maphumulo.gov.za** and SCM enquiries to **Mr. Velani Dube** 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