



**REQUEST FOR PROPOSAL: EVENT ORGANISER FOR MAYORAL CUP GAMES  
KZN294/MC/2019**

The Maphumulo Local Municipality invites proposals from qualified and experienced event organizers who will organize the Mayoral cup event and refreshments to be held at Mnyameni Sport ground on the 21<sup>st</sup> December 2019.

The required artist are as follows:

- 4 Large trophies
- 200 medals
- 2 pole tent
- Strech tent with 4 flat tables
- Sound system and back up generator
- 2 ordinary toilets
- Vouchers

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 13 December 2019 **ONLY**. A non-refundable document fee of R200.00 is payable upon collection and payment must be deposited at ABSA Bank, Account No: **4056102866**. No cash will be accepted.

Completed tender documents must be in a sealed envelope clearly marked "**EVENT ORGANISER FOR MAYORAL CUP**" and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12h00 on Thursday 19 December 2019**. 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 **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 accompanied by proof of resident 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 51 points of the total points will qualify for stage **two** of the Evaluation process. The points for stage one will be allocated as follows:

<b>FUNCTIONALITY</b>	<b>POINTS</b>
Proven Track Record	30
Lead Time	20
Methodology	10
Financial Viability	10
LED	15
<b>Total</b>	<b>85</b>

**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 N Hlongwa on 032 481 4500** [Nkanyiso.hlongwa@maphumulo.gov.za](mailto:Nkanyiso.hlongwa@maphumulo.gov.za) and SCM enquiries to **Mr. Velani Dube on 032 481 4500** [velani@maphumulo.gov.za](mailto: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.



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**Mr. PN MHLONGO**  
**MUNICIPAL MANAGER**