

MAPHUMULO MUNICIPALITY

MEMO

SUPPLY CHAIN MANAGEMENT UNIT

TO : MUNICIPAL MANAGER
FROM : SUPPLY CHAIN MANAGER
DATE : 20 JANUARY 2020
SUBJECT : ADVERTS: EVENT ORGANIZER FOR MATRIC
EXCELLENCE AWARDS
REF NO : 9/1/1

Kindly find the attached adverts to be signed.

PREPARED BY



SNJ MNYANDU
SCM PRACTITIONER



PN MHLONGO
MUNICIPAL MANAGER

MAPHUMULO LOCAL MUNICIPALITY

Private bag x 9205
Maphumulo
4470

MUNICIPALITY PROFILE

Tel: 032 481 4500
Fax: 032 481 2053
Website: www.maphumulo.gov.za

20 JANUARY 2020

**REQUEST FOR PROPOSAL: EVENT ORGANISER FOR MATRIC EXCELLENCE AWARDS
KZN294/O1293-10MM/2019/20**

The Maphumulo Local Municipality invites proposals from qualified and experienced event organizer who will organize Matric Excellence Awards to be held at Maphumulo Town Hall. The full specification will be 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 **Thursday 23 January 2020 ONLY**. A non-refundable document fee of R200.00 is payable upon collection or before and payment must be deposited at ABSA Bank, Account No: **4056102866**. No cash will be allowed.

Completed tender documents must be in a sealed envelope clearly marked "**EVENT ORGANISER FOR MATRIC EXCELLENCE AWARDS**" and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12h00** on **Tuesday 28 January 2020**. 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 **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 residence 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 48 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	20
Lead Time	20
Availability of resource	20
Local Economic Development	20
Total	80

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** nkanyiso.hlongwa@maphumulo.gov.za and SCM enquiries to **Mr. Velani Dube on 032 481 4522** 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