



Umkhandlu wakwa - **NONGOMA** - Local Municipality

Tel: (035) 831 7500 | Fax: (035) 831 3152 | P.O. Box 84 | Nongoma 3950

PROPOSAL FOR: EVENT CO-ORDINATOR FOR WOMEN'S DAY CELEBRATION PROPOSAL NUMBER: SCM NLM 02/2017/18

Proposals from highly experienced and reputable service providers are hereby invited in terms of section 18(a) of Nongoma Municipality Supply Chain Management policy together with section 83 of the Municipal systems Act, No 32. Of 2000, as amended and read together with section 110, 111,112 of the Municipal Finance Management Act 56 of 2003 for EVENT CO-ORDINATING FOR WOMEN'S DAY CELEBRATION

Nongoma Local Municipality will be hosting the Women's Day Celebration. We require the following services tabled below:

Type of service Required
Performing Artists (2)
Full Sound System with 2 cordless 2 normal microphones and performance Stage
Production: video crew
Motivational speaker and Comedian
42 Taxis(Transport)
Décor:
Full décor for Multipurpose Hall and Round Tables
Half Décor for Main marquee
1x 1500 Marquee(with tables and chairs)
1500 T/shirts (normal)
100 Golf shirts
Ablutions facilities:
2x public toilets
1x VIP toilet for His/hers
1500 Catering for participants
200 VIP Catering
Programme Directors/Well known crowd puller
1 national/1 local
Guest Speakers (women)
1 known activist/1 from correctional Centre
Play on women and children abuse (local)
VIP Stage

Bidders must submit the following documents in order to be consider for this bid:

- Price (s) quoted must be valid for at least ninety (90) days from date of your offer.

- Price (s) quoted must be firm and must be inclusive of VAT
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Regulations 2011 and for this purpose the MBD1, MBD 2, MBD 4, MBD 6.1 and MBD 9 forms (obtainable from municipal website and SCM Unit) must be scrutinized, completed and submitted together with your proposal.
- Certified B-BBEE Verification certificate, Valid Tax Clearance Certificate, Certified ID copies of company directors and Certified copy of company registration
- Proof of municipal rates and taxes not older than 3 months
- Samples are a mandatory requirements
- Must submit the proof of working agreements between the artists, programme directors and the company.

EVALUATION CRITERIA

STAGE 1

Only service provider who achieves a minimum of **70% (35 points)** of total available points will qualify for stage two of the Evaluation. The points for stage one will be allocated as follows:

STAGE 2

The 80/20 Preferable Point System will be applied, where 80 points will be allocated for price and 20 points for B-BBEEE Status.

Key aspects of criterion	Basis for points allocation	Max. points	Verification
Company's (Proven track record/Experience)	More than 6 years of experience in the industry	25	Company Registration Certificate
	Between 3-5 years of experience in the industry	15	
	Between 1-2 years of experience in the industry	05	
	No experience	0	
Registration with Treasury	Proof of registration	10	Attach summary report with Central Supplier Database Number
	No proof	0	

PROPOSAL SUBMISSION

The proposal must be enclosed in a sealed envelope marked "**EVENT CO-ORDINATING OF WOMEN'S DAY CELEBRATION** " and deposited in the Nongoma Municipality quotation/bid box at the reception not later than **12h00, Tuesday, 22nd August 2017**. Late proposals and not clearly marked as prescribed will not be considered

Enquiries relating tender must be directed to: Miss Nondumiso Zulu (Acting SCM Manager) or Mr Sabelo Ndlela (Manager: Communication & Executive Support) Tel: 035 831 7500 during office hours or alternatively e-mail to: zulunz@nongoma.org.za or sabelon@nongoma.org.za

MR B E NTANZI
MUNICIPAL MANAGER