

MHLONTLO LOCAL MUNICIPALITY



T1.1 : ADVERTISEMENT TENDER INVITATION

PROJECT NAME	CONTRACT NUMBER	BRIEFING DATE	TENDER CLOSING DATE
MHLONTLO EASTER FESTIVAL	LED/03/MEF2016	12/02/2016 10:00AM	23/02/2016 12:00PM

BIDS ARE INVITED FOR A SERVICE PROVIDER TO ORGANISE AND MANAGE THE MHLONTLO EASTER FESTIVAL EVENT

SCOPE OF WORK

The service provider/s is expected to deliver a set of event management services such as listed below:

- To organise an event and bring in artists of different genres
- Bring all the relevant logistics suiting the event of this magnitude
- Marketing of the event, working with the Municipality's internal structures
- Finding suitable venues for the events, agreeing on terms and signing of contracts for respective services; Mhlontlo Municipality will not be liable for contracts signed/enter into with any company
- Organising meals during the events, liaising with an appropriate catering suppliers and managing all catering requirements
- Providing administrative support during events: distributing invitations, sourcing and securing potential performing artist and entertainers
- Arranging of events space: ensuring requested tables disposition, providing information signs, staging and audio visual requirements
- Renting of equipment necessary for events conduction
- Arranging Accommodation for participants
- Provide additional support services such as: printing and copying of information materials, photo and video services

Tender documents may be obtained from the Mhlontlo offices 96 General L Mabindla street QUMBU 5180 12 February 2016 after briefing (Office hours 08:00 to 04:30), upon payment of a non-refundable cash payment of R300 each (VAT INCLUSIVE) for each document.

Completed tender documents in sealed envelope, clearly marked 'TENDER NO: LED/03/MEF2016. 'APPOINTMENT OF SERVICE PROVIDERS FOR THE Easter Festival Event Organiser' must be deposited at the tender box in the municipal offices at 96 General L Mabindla street TSOLO 5180,

All queries with regard to this tender are to be directed to MR. M Nqeketho (phone), 047 553 7000

Supply chain question my directed to Mr T Mbono @ 047 553 7000

Mhlontlo Local Municipality subscribers to the Broad Based Black Economic Empowerment Act (BBBEEA) Act 53 of 2003, Preferential Procurement Policy Framework Act, 2000(Act 5 of 2000). The 80/20 preference point system shall be applicable during the evaluation and adjudication of this tender.

Tenders will be evaluated on functionality. Price and BBBEE, All tender offers that fail to score the minimum of 60% of points for the following will be rejected. The following criteria will be used for functionality evaluation:

Criteria	MAXIMUM POINTS
Relevant Experience	40
Expertise & Capacity	30
Equipment	30
Total	100

NOTE TO BIDDERS ON BID CONDITIONS

The Supply Chain Management Policy of Mhlontlo Local Municipality will apply.

The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to tender.

Bids that are submitted late, incomplete, unsigned or by facsimile, electronically or not completed in black ink will be rejected and not accepted for further evaluation.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Original Valid Tax Clearance Certificate
- Properly and duly certified copies of originals of company registration documents
- Properly and duly certified copies of original identity documents of members
- Company Profile with contactable references
- Certified B-BBBEE Certificate issued by either verification agencies accredited by SANAS or register auditors approved by IRBA
- Proof of Municipal Rates

Failure to supply all supplementary information may result in the tender being deemed an incomplete tender and may not be considered forward

Bids submitted are to hold good for a period of 120 days.

MUNICIPAL MANAGER

Mhlontlo Local Municipality

96 General L Mabindla street

QUMBU

5180