

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT No. SCM 48 OF 15/16

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL EVENT MANAGEMENT SERVICES TO THE MSUNDUZI MUNICIPALITY FOR A PERIOD OF THIRTY SIX MONTHS

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Service Providers to provide professional event management services to the Msunduzi Municipality for a period of thirty six (36) months.

Tender documents shall be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, from **14h30** on **Tuesday, 31 May 2016**. A non - refundable tender fee in the amount **R425.22 (including VAT) per document** shall be levied. Only cash or bank guaranteed cheques will be accepted.

Further information may be obtained from Siwelile Zimu on Tel. No. 033 - 392 203 3.

A compulsory Tender Briefing Meeting will be held at 10h00 prompt on Tuesday, 07 June 2016, in Committee Room 3, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, 3201. Only one Tender Briefing meeting will be held. ***Service Providers arriving at the meeting after the stipulated starting time will be disqualified.*** An official will chair the meeting and answer queries raised by prospective Tenderers. Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register. ***Service Providers must present their tender document at the meeting failing which the Service Provider shall be disqualified. Only one (1) Representative per Company or Joint Venture or Consortium will be allowed to attend the above meeting.***

Sealed tenders endorsed on the envelope with “**Contract No. SCM 48 of 15/16**” and the Contract Description must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, not later than **12h00 on Monday, 20 June 2016**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Three (3) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 90/10 Preference Point System in accordance with the Preferential Procurement Regulations, 2011, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:-

No.	Evaluation Criteria	Maximum Points
1	Number of events co-ordinated and successfully managed	20 Points
2	Locality of Company	10 Points

3	Bank Rating	10 Points
Total Functionality Points		40 Points
Threshold to qualify for Stage Two		60% (24 Points)

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender.

Each tenderer will be informed of the tender result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MS BONIWE ZULU (ACTING MUNICIPAL MANAGER)