



TENDER ADVERT AND INVITATION TO TENDER

uMGUNGUNDLOVU DISTRICT MUNICIPALITY

**INVITATION FOR SERVICE PROVIDERS TO FORM A PANEL OF EVENTS MANAGEMENT FOR
uMGUNGUNDLOVU DISTRICT MUNICIPALITY**

TENDER NO. 10/2019

The uMgungundlovu District Municipality seeks professional service providers to establish a panel of suitably qualified and experienced service providers as events managers to manage and coordinate small and large scale various events such as sporting events, Provincial and National workshops, Imbizos, Mayoral events and project launches, etc. for a period of 36 months. A service provider must complete Tables 1-4 of Appendix 2 under experience of tenderer, depending on the categories (small or large managed events) he or she wants to apply for.

Tender documents can be downloaded from the municipal website at www.umdmd.gov.za or alternatively can be collected from offices of the Cashier at the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg. If tenders are collected, a non-refundable tender deposit of R150.00 is payable to the uMgungundlovu District Municipality. Any queries can be directed to Ms. Mbali Ndlovu via email ndlovumb@umdmd.gov.za.

Tender submissions must be properly bound and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg, before 12h00 on 20 June 2019, in a sealed envelope which is clearly marked with the Tender Number and Tender Description. Late quotations or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

Tenderers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price and preference based on the following criteria:

Evaluation Criteria	Weight
Experience of Tenderer (both private and public sector clients)	45
Qualification , Education of Personnel	30
Professional Association	25
Total	100

A service provider that scores less than 60% in a category for functionality will be disqualified from serving on the panel in that category. A bidder/s that scores less than 60 points out of 100 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified. Thereafter the 80/20 Preference Points system will be applicable, with 80 points for price and 20 points for B-BBEE Status Level of Contribution as prescribed in terms of the Preferential Procurement Regulations 2017.

Price is NOT a consideration for the purpose of being accredited to serve on the panel. However, price will be considered in the evaluation of bids for specific events.

All service providers intending to submit a tender are required to be registered on the Central Supplier Database.

Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.

Dr. RMB Ngcobo
Municipal Manager
uMgungundlovu District Municipality