

# THE MSUNDUZI MUNICIPALITY

## TENDER NOTICE CONTRACT NO. SCM 30 OF 2019/2020

### APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PROFESSIONAL EVENT MANAGEMENT SERVICES TO THE MSUNDUZI MUNICIPALITY FOR A PERIOD OF 36 MONTHS.

Tenders are hereby invited from suitably qualified and experienced Service Providers to provide Professional Event Management services to the Msunduzi Municipality for a period of 36 months. Tender documents will be available to tenderers from **14h30 on Tuesday, 28th January 2020**. Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury e-Tender Publication Portal on [www.etenders.gov.za](http://www.etenders.gov.za).

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, at a non-refundable tender deposit fee of **R 905.05 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. **The cut-off time for purchasing and collection of tender documents shall be 15h00, Monday, 10 February 2020.**

For any technical related enquiries, contact **Mr. S Zimu** (Manager: IDP) on Telephone No. 033 392 2033 or e-mail address: [siwelile.zimu@msunduzi.gov.za](mailto:siwelile.zimu@msunduzi.gov.za).

For any procurement related enquiries, contact **Mrs. Mellissa Nero** (Supply Chain Management Unit) on direct Telephone No. 033 392 3018 or e-mail address: [mellissa.nero@msunduzi.gov.za](mailto:mellissa.nero@msunduzi.gov.za)

**A compulsory Tender Briefing Meeting** will be held on **Tuesday, 11th February 2020**, in the **Committeeroom 1, 1st floor, City Hall at 169 Chief Albert Luthuli Street, Pietermaritzburg**, commencing promptly at **9h30**. **Tenderers arriving at the meeting after the stipulated starting time above will be disqualified. Further, all Tenderers attending the meeting must be in possession of a complete tender document failing which the Tenderer shall be disqualified. Tenderers producing only the Tender Briefing Certificate at the meeting will not be considered.** Only one representative per Company or Consortium will be allowed to attend the above meeting. No person will be allowed to represent more than one Company at the meeting.

Tenders contained in sealed envelopes and marked with **"SCM 30 of 2019/2020"** and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than **12 h 00 on Friday, 28th February 2020**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

**Tender Validity Period:** Four (4) 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: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, 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:

EVALUATION CRITERIA		
No.	Description	Maximum Possible Score
1.	Experience of tenderer (Number of projects private & Public executed above 1000 people). Submit signed reference letters on a letter head for each project.	20 Points
2.	Relevant qualification & post qualification experience of personnel. (National Diploma or Degree in Public Relations). Submit a Curriculum vitae (CV) and certified copies of certificates.	15 Points
3.	Membership of the Southern African Association for the Conference Industry (SAACI) or Membership of Public Relations Institute of Southern Africa (PRISA) or Membership of Marketing Association of South Africa (MASA)	10 Points
4.	Bank Rating (letter from the Bank indicating the bank rating)	10 Points
5.	Relevant qualification and post qualification experience of health and safety personnel. National Diploma or Certificates in Health & Safety. Submit a Curriculum vitae (CV) and certified copies of certificates.	15 Points
<b>Total Points</b>		<b>70 Points</b>
<b>Threshold</b>		<b>70% (49 Points)</b>

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 NELISIWE NGCOBO (ACTING CITY MANAGER)**