

**THE MSUNDUZI MUNICIPALITY**

**CONTRACT No. SCM 34 OF 24/25**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PROFESSIONAL  
EVENT MANAGEMENT SERVICES FOR THE MSUNDUZI MUNICIPALITY**

**TENDER NOTICE**

Tenders are hereby invited from suitably qualified and experienced service providers to provide professional event management services for the Msunduzi Municipality for a period of 36 Months.

Tender documents will be made available to tenderers from **14h00 on Monday, 2 December 2024**. Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender 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, 5<sup>th</sup> Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R758.77 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

**A non – compulsory tender briefing will be held at the Committee Room 3, City Hall, 2nd floor on Friday, 17 January 2025, at 10h00.**

For any technical related enquiries, please contact Siwelile Zimu (Integrated Development Planning) on direct 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, please contact Vuyani Msimang (Supply Chain Management Sub-Unit) on direct Telephone No. 033 – 392 2807 or e-mail address [vuyani.msimang@msunduzi.gov.za](mailto:vuyani.msimang@msunduzi.gov.za).

Tenders must be submitted both in hard copy and on CD/USB Flash Drive contained in sealed envelopes and marked with “**SCM 34 OF 24/25**” and the **Contract Description** must be placed in the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (coordinates -29.6126297; 30.3610014), not later than **12h00 on Tuesday, 4 February 2025**, 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:** Tenderers meeting the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act No. 28 of 2024. The Functionality for Stage One shall be evaluated on the following criteria:

No	Stage One - Functionality	Maximum Points
1	Experience of Tenderer ( <b><i>Number of Projects Private &amp;/or Public Executed above 500 people</i></b> )	20

2	Relevant Qualification and Post Qualification Experience of Personnel. <b>(National Diploma or Degree in Public Relations)</b>	15
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
4	Relevant Qualification and Post Qualification Experience of Health and Safety Personnel. <b>(National Diploma or Certificates in Health &amp; Safety)</b>	15
<b>Total Functionality Points</b>		<b>60 Points</b>
<b>Minimum Threshold to Qualify for Stage 2</b>		<b>70% (42 Points)</b>

The allocation of Preference Points will be according to the following Specific Goals:

<b>Specific Goals</b>	<b>Description</b>	<b>Maximum Points</b>
Black Owned Enterprise (BOE)	Black Owned Enterprise (BOE) in this context refers to a "black-owned enterprise" with at least 51% South African black ownership and/or more than 51% management control by South African black people	10 points
Location of a Business Enterprise	Business location is defined as a place or structure occupied by a firm or enterprise to run its operations. This includes any structure or establishment used in conducting a business within the Msunduzi municipality jurisdiction	5 Points
Business Enterprise Owned by Youth	Youth Owned Enterprise Or Enterprise with at least 51% South African Youth Ownership or management	2.5 Points
Business Enterprise Owned by Women	Women Owned Enterprise Or Enterprise with at least 51% South African Women Ownership or management	2.5 Points
<b>Total Preference Points (Specific Goals)</b>		<b>20</b>

Tenderers 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.

**NM NGCOBO (ACTING MUNICIPAL MANAGER)**