

# **THE MSUNDUZI MUNICIPALITY**

## **TENDER NOTICE**

### **CONTRACT NO.SCM 36 OF 2020/2021**

#### **APPOINTMENT OF A SUPPLEMENTARY 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. **This is a supplementary panel to Contract no.SCM30 of 2019/2020.**

It is compulsory for all interested tenderers to download a **Tender Registration Form** in order for the tender document to be emailed to the interested tenderer. The Tender Registration Form is available on the Municipality's website [www.msunduzi.gov.za](http://www.msunduzi.gov.za) in the Tenders Folder. The Tender Registration Form must be completed and emailed to the following email address: [procurement@msunduzi.gov.za](mailto:procurement@msunduzi.gov.za) for registration. The registration will start from **Monday, 07<sup>th</sup> December 2020** until **Tuesday, 15<sup>th</sup> December 2020** at 23h59.

**No tender registration will be considered after the above closing date and time for registration. Tenderers who fail to register within the registration period will not be eligible to receive the tender document and to submit their respective tender documents when the tender closes.**

Tenderers will thereafter receive an email from **Mellissa Nero** with the tender document and the date of the **Briefing Meeting**. Tenderers that do not receive this confirmation email within 24 hours of sending the registration form, an email request must be forwarded to [procurement@msunduzi.gov.za/mellissa.nero@msunduzi.gov.za](mailto:procurement@msunduzi.gov.za/mellissa.nero@msunduzi.gov.za) or alternatively call **033-392 3018**

The Municipality will continue to advertise its Tender Notices in the National Treasury eTender Portal and Municipal website, but the **tender documents will be emailed to potential tenderers that submitted their Tender Registration Form on time.**

Tenders must be submitted both in **hard copy and on a CD/USB Flash Drive** contained in sealed envelopes and marked with "**Contract No. SCM 36 of 20/21**" 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 Wednesday, 20<sup>th</sup> January 2021**, 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:

**Stage 1: Functionality**

| No |   |   | Points              |
|----|---|---|---------------------|
| 1  | Experience of tenderer (Number of projects private & Public executed above 1000 people). Submit signed reference letters on a letter head for each project.   | ≥6 projects<br>≥3 ≤5 projects<br>≥1 <3 projects<br><1 project | 20<br>10<br>5<br>0  |
| 2  | Relevant qualification & post qualification experience of personnel. (National Diploma or Degree in Public Relations or relevant qualification). Submit a Curriculum vitae (CV) and certified copies of certificates.   | ≥10 years<br>≥3 ≤9 years<br>≥1 <3 years<br><1 year            | 15<br>10<br>5<br>0  |
| 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) or any other relevant membership body | ≥3<br>≥2 <3<br>1  | 10<br>5<br>3        |
| 4  | Bank Rating (letter from the Bank indicating the bank rating)   | A<br>B<br>C<br>D  | 10<br>7.5<br>5<br>0 |
| 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.  | ≥10 years<br>≥3 ≤9 years<br>≥1 <3 years<br><1 year            | 15<br>10<br>5<br>0  |

**Total points 70, Threshold of 70%, minimum of 49 points or more for the bidder to**

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.

**Mr. M. KHATHIDE (CITY MANAGER)**