



## **MSUNDUZI MUNICIPALITY**

### **TENDER NOTICE**

#### **SPECIALISED CONTRACT No. SCM 43 OF 14/15**

#### **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL EVENT MANAGEMENT SERVICES TO THE MSUNDUZI MUNICIPALITY**

Tenders are hereby invited from suitably qualified and experienced Service Providers for the above works.

Tender documents shall be available from the Supply Chain Management Unit Offices, 5<sup>th</sup> Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, from 12h00 on Wednesday, 15 October 2014. A non - refundable tender fee in the amount R401.28 (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 Telephone No. 033 – 392 203 3.

A compulsory Tender Briefing meeting will be held at 10h00 prompt on Friday, 31 October 2014, in the Boardroom of the Supply Chain Management Unit, 5<sup>th</sup> Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg. Only one Tender Briefing meeting will be held. An official will chair the meeting and answer queries raised by prospective Tenderers. ***Tenderers arriving at the meeting after the stipulated starting time will be disqualified.*** Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register. ***Tenderers must present their tender document at the meeting failing which the Tenderer shall be disqualified.***

Sealed tenders endorsed on the envelope "**Specialised Contract No. SCM 43 of 14/15**" must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, 3201, not later than **12h00 on Tuesday, 11 November 2014**, when they will be opened in public. Only tenders placed in the tender box shall be accepted. Under no circumstances whatsoever will any extension of time be allowed for submission of tenders.

**Tender Validity Period:** Ninety (90) days commencing from the closing date of tender.

**Tender Evaluation Criteria:** The tender shall be evaluated on a Two Stage Evaluation System. Stage 1 being Functionality and Stage 2 based on the 90/10 Preferential Points System in accordance with the Preferential Procurement Regulations, 2011 issued in terms of section 5 of the Preferential Procurement Policy Framework Act No. 5 of 2000.

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. A. NKOSI (MUNICIPAL MANAGER)**