



Tenders are hereby invited for the following:
7 Day Notice

APPOINTMENT OF AN EVENTS MANAGEMENT COMPANY

NOTICE No: 137/2018-2019

Completed tender documents must be in a sealed envelope endorsed with the name, **“Appointment of an Events Management Company – NOTICE No: 137 /2018-2019”** and must be deposited in the Tender Box at the Senqu Local Municipality Offices, Lady Grey not later than **12:00, Friday, 03 August 2018** when tenders will be opened in public.

Enquiries should be addressed to: Me M Theron
Contact details: 051 603 1300

The Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any tender.
- The tender must be bound with own documents and all SCM documents and tender advertisement.
- The tender must be bound with the tender bidding checklist as the first page of the document with the completed page numbers.
- A current Tender Tax Clearance Certificate (original) must be supplied with the tender or else the tender will not be considered or the Valid SARS Pin number. (Compulsory)
- The Central Supplier Database registration number (Compulsory) – All information will be verified on the Central Data base of treasury and please keep your details on the data base updated.
- All prices must include VAT.
- The municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors, to the municipality or municipal entity, or to any other municipality or its entity, must not be in arrears for more than three months. Proof must be submitted in the form of a recent municipal account or letter of good standing from your Municipality.

- If a municipal account is not available, a copy of the lease contract with the confirmation from the Owner of the property that confirms in writing that the rental is paid up to date or a letter from the Councillor or Headman confirming that the bidder does not pay any rates or taxes.
- The successful bidder will be required to register on the Senqu Municipality data base.
- Prices must be valid for a minimum period of 90 days.
- The tenders will be evaluated on the 80/20 preference points system as prescribed in the PPPFA; these documents will be available on the Senqu Municipality website – www.senqu.gov.za
- Preferential Procurement Regulation 2017 (B-BBEE) principles will apply, whereby a tenderer's submission will be evaluated according to the sum of the Award of Points in respect of the tender value and the status of the enterprise
 - ❑ Adjudication criteria are as follows:
 - ❑ 80 Points for Price
 - ❑ 20 Points for B-BBEE status level of Contribution

Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contribution:	Number of Points (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non Compliant Contributor	0

- The Senqu Municipality does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of any bid.
- No emailed or faxed documents will be accepted.
- It is the responsibility of the Tenderer to ensure that tenders sent via courier are placed in the Tender Box at the advertised date and time.
- Submission of an original B-BBEE Verification Certificate or certified copy.
- A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE status Verification Certificate with the tender.
- The tenderer must be a registered Motor/Implement Dealer.
- **A consolidated Tax clearance and bank account will be required if the winning bidder is a joint venture before any payments will be made.**
- The successful tenderer will be requested in certain circumstances to be requested to enter into a Service Level Agreement.
- Bids which are late, incomplete, unsigned will not be accepted including couriered documents

- The following Municipal Bid Documents are compulsory documents and must be included in the tender document:
 - Advertisement (This document)
 - Specifications (Terms of reference) (Tick and sign as required)
 - MBD 1(Invitations to bid)
 - MBD 3.3(Pricing schedule)
 - MBD 4(Declaration of Interest)
 - MBD 6.1(Preference points claim form)
 - MBD 7.1(Contract form – purchase of goods/works)
 - MBD 8(Declaration of Bidder's past supply chain management practices)
 - MBD 9(Certificate of independent bid determination)
- **Failure to complete all supplementary information and the RETURNABLE SCHEDULES including requested MBD Forms not completed in full and not signed will result in the tender being disqualified.**
- The municipality reserves the right to request minor documents from responsive bidders which will not have an impact on the final award of the tender.

All documents are available on the Senqu Municipality website- www.senqu.gov.za

M. M. Yawa

Municipal Manager
24/7/2018