



Quotations are hereby invited for the following:

**FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER  
FOR EVENTS MANAGEMENT  
7 DAY NOTICE**

**NOTICE No 85 /2017-2018**

Completed bid documents must be in a sealed envelope endorsed with the relevant quotation description and name, quotation number and the closing date e.g

**“Description and Name – EVENTS MANAGEMENT; Quotation No: 85/2018; Closing date – 23 MAY 2018”** and must be deposited in the bid box at the Senqu Local Municipality Offices, Lady Grey not later than **12:00, Wednesday, 23 May 2018** when quotations will be opened in public.

**ENQUIRIES:**

**General enquiries:**

Contact person: Ms M Theron  
Telephone number: 051 6031300/1390  
Email address: [maryanne@senqu.gov.za](mailto:maryanne@senqu.gov.za)

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

- Canvassing with municipal staff or councillors will automatically disqualify any tender.
- The quotation must be **pur bound not stapled** with own documents and all SCM documents and tender advertisement.
- The Tenderer must submit a copy of the Central Supplier Database registration form. All submitted information will be verified with the CSD – please keep information updated on CSD, for example SARS, BBBEE, banking details etc.
- A current Tender Tax Clearance Certificate (original) must be supplied with the tender or the SARS PIN number or else the tender will not be considered.
- All prices must include 15% VAT.
- The municipal rates and taxes or municipal charges owed by the preferred bidder and all its directors with the Company 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 the Municipality of All Directors and the registered company – as per the National Treasury database

- 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 must be attached.
- The successful bidder will be required to register on the Senqu Municipality data base.
- Prices must be valid for a minimum period of 120 days.
- The bids 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](http://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 consolidate B-BBEE status Verification Certificate with the tender.
- **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
- All SARS, BBBEE, Bank accounts and Directorship will be verified on the National Central Data Base – please ensure you keep your matters updated on CSD otherwise you can be penalized or be non-responsive for certain matters. This CSD database will be used as the Municipalities main resource to verify tender information.
- Please utilize the tender checklist in completion of the bid to ensure that all necessary and required documents are complete and form part of the tender document.
- The following Municipal Bid Documents are compulsory documents and must be included in the tender document:
  - Advertisement (This document)
  - Specifications (Terms of reference) and (Tick and sign)
  - MBD 1(Invitations to bid) – Please ensure your price is on the bid document and signed
  - MBD 4 (Declaration of Interest) If declared in service of the State please provide full details and reference letters.
  - MBD 6.1(Preference points claim form) Attach the valid BBBEE certificate
  - MBD7.1 (Contract form)
  - 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.**

All documents are available on the Senqu Municipality website- [www.senqu.gov.za](http://www.senqu.gov.za)

**M. M. Yawa**

**Municipal Manager**  
**15/05//2018**