



Quotations are hereby invited for the following:

**7 DAY NOTICE**  
**Provision of Event Management Services**  
NOTICE No:28/2019

Completed tender documents must be in a sealed envelope endorsed with the name  
**“Provision of Event Management Services – Notice No:28/2019”**  
and must be deposited in the Tender Box at the Senqu Local Municipality Offices,  
Lady Grey not later than **12:00,02 April 2019** when quotations will be opened in  
public.

Enquiries should be addressed to: Mrs M. Theron at 051 603 1390

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 quote.
- The quote must be bound with own documents and all SCM documents and tender advertisement.
- A current Tax Clearance Certificate (original) must be supplied with the quote or else the quote will not be considered.
- All prices must include VAT at 15%.
- 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. Prospective bidders who are renting premises must comply with the above
- The successful bidder will be required to register on the Senqu Municipality data base and must submit their CSD proof of registration.
- The quotations 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.sengumunicipality.co.za](http://www.sengumunicipality.co.za)
- Preferential Procurement Regulation 2017 (B-BBEE) principles will apply, whereby a bidder'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
  - Bidders must include company profiles with traceable reference, value of projects completed and scope of work.
  - The municipality may appoint more than one service provider for this category.
  - The price must be inclusive to all three town of Senqu Municipality (Sterkspruit, Lady Grey and Barkly East).
  - The municipality may negotiate the price with the successful bidders.

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 quote and reserves the right to accept the whole or part of any quotation.
- No emailed or faxed documents will be accepted.
- Submission of an original B-BBEE Verification Certificate or certified copy is required.
- Quotes 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)
  - MBD 1(Compulsory) Price
  - MBD 4(Compulsory for all shareholders and or directors.)
  - MBD 6.1(Compulsory)
  - MBD 8(Compulsory)
  - MBD 9(Compulsory)
- Failure to complete all supplementary information and the RETURNABLE SCHEDULES including requested MBD Forms will result in the quote being disqualified.

All documents are available on the Senqu Municipality website.

**M.P. Nonjola**

**Acting Municipal Manager**

29/03/2019