

KwaDukuza Municipality Supply Chain Management Unit

SCM CQ: 2585-04

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EVENT MANAGEMNT SERVICES

In Terms of Regulation 18 of the Municipal Supply Chain Management Policy, The KwaDukuza Municipality invites Closed Quotes for the above.

The physical address for collection of documents is: The KwaDukuza Municipality, Supply Chain Management Unit, 2 Industria Crescent, KwaDukuza upon presentation of a receipt proving prior payment of a non-refundable fee of R21.00 (inclusive of VAT), having been made at the Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza. (Cash or bank guaranteed cheques only). For queries relating to the issuing of these documents: Contact **Nqobile Nxumalo on 032 437 5109**. For queries relating to the specifications contact: **Wiseman Cele 032 437 5170**.

Closed Quotes shall be placed in sealed envelopes, endorsed "**CQ: 2585-04 EVENT MANAGEMENT SERVICES**" and must be placed in the Closed Quote Box at the SCM Unit, No.2 Industria Crescent, KwaDukuza, not later than **12h00 on the 02 May 2019** where all Quotes will be opened in public. Late, electronic or faxed Quotes will not be accepted.

Bids will be evaluated and adjudicated according to the following criteria:

- 80/20 preference points system will apply in terms of the Preferential Procurement Regulations, 2017 (B-BBEE Status Level Of Contribution – an original or certified copy of the certificate is required)
- Council's Supply Chain Management Policy
- Service Providers Shall be registered on the National Treasury's Central Supplier Database
- Prices tendered must be firm and inclusive of VAT
- Contractor that fails to perform satisfactory will be blacklisted and listed in the National treasury defaulter's database.
- **The validity of the Tax Clearance Certificate issued by the South African Revenue Services certifying that the taxes of the bidder are in order will be verified against the information recorded in the Central Supplier Database (CSD).**
- Service providers to complete in full all MBD's. **Failure to complete all MBD's will invalidate the Closed Quotation.**
- **Service providers to ensure compliance with MBD 6.2 – local content if applicable**
- **A copy of the most recent municipal account / utility bill in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant then a letter or certificate from the landlord indicating that the levies are not in arrears OR a letter from the Ward Councillor or an Affidavit stating that the ward in which the business operates is Exempt from paying Rates, Electricity and Water. Failure to submit this will lead to your bid being deemed as non-responsive**
- **Only those service providers who reside within the KwaDukuza Municipal jurisdiction may apply. Proof of such in the name of company to be attached**
- **First preference will be given to an EME or QSE which is at least 51% owned by black people.**
- Compliance with Regulation 27(2) of the Supply Chain Regulations.

All prospective Bidders will be screened in accordance with the National Treasury's Defaulters Data Base. Council does not bind itself to accept the lowest quote or any quote and reserves the right to accept any part or the whole of any quote and preference will be given to Affirmable Business Enterprises. No closed quotes will be considered from persons in the services of any organ of state.

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HEAD: SCM