



**MTHONJANENI MUNICIPALITY  
REQUEST FOR QUOTATIONS**

Bids are hereby invited for the following:

BID NUMBER	PROJECT NAME	COMPULSORY BRIEFING MEETING	TENDER CLOSING DATE
M0008	Event Coordinator: Tourism Tour	17 August 2018 @ 10h00	21 August 2018 @ 11h00
M0009	Event Coordinator: Mayoral Cup Tournament	17 August 2018 @ 10h00	21 August 2018 @ 11h00

Bid documents will be available in our website ([www.mthonjaneni.org.za](http://www.mthonjaneni.org.za)) and SCM Office. Prospective Bidders are required to attend a compulsory bid briefing with the Municipal representatives at Mthonjaneni Municipality, 21 Reinhold Street, Melmoth 3835 at specified time.

Enquiries relating to the Bid Documents must be directed to the SCM Manager: Mr. BD Mlondo on Tel: 035-4502082; email: [scmmanager@mthonjaneni.org.za](mailto:scmmanager@mthonjaneni.org.za) and all technical enquiries must be directed to the Acting Director Community Services: Mr. BCX Dladla on Tel: 035-4502082; email: [dcomms@mthonjaneni.org.za](mailto:dcomms@mthonjaneni.org.za). (Only during office hours)

All Bids will be evaluated and adjudicated on 80/20 preference points system. Bidders are encouraged to register with Central Suppliers Database (CSD) and Mthonjaneni Municipality's database. Bidders not registered will be regarded as non-responsive.

**The above Bid will be evaluated and Adjudicated according to the following criteria:** Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000), 80/20 preference point system shall be applicable during the evaluation and adjudication of Bids. Two stage bidding process will be applicable.

- First stage: Functionality, 100% (minimum threshold of 70%).

KEY ASPECT OF CRITERIA	POINTS	VERIFICATION
Company Experience	50	5 Appointment letters/ Official purchase orders for similar projects
Company Personnel Capacity	25	Formal Qualification in Public Relations/Tourism/ Sports Management/ Logistics Five years relevant experience
Media Experience and Network	25	3 Reference Letters from Media Houses

- Second stage: Preferential points system (80/20), 80 for price and 20 for BBBEE contribution.

**PLEASE NOTE THAT ONLY BIDDERS WHO PASS THE FIRST STAGE WITH THE MINIMUM THRESHOLD OF 70% WILL THEN QUALIFY TO MOVE TO THE SECOND STAGE.**

Bids are to be completed, sealed and endorsed with the relevant Bid Number and must be deposited in the quotation box not later than 11h00 on the closing date 21 August 2018.

Mthonjaneni Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept any bid in whole or part.

**PP Sibiya**  
Municipal Manager