



Lejweleputswa District Municipality



REQUEST FOR PROPOSALS

RFP: 11/10/2016: HOSTING AND ORGANIZING OF THE LEJWELEPUTSWA END OF YEAR FESTIVAL

Proposals are hereby invited from suitably qualified companies to host and organize the Lejweleputswa End of year festival in partnership with the Lejweleputswa District Municipality.

Pre-qualifications Criteria

All bidding companies are to comply with the following minimum requirements:

1. At least 3 years' experience in hosting festivals attended by 3000 to 10 000 people.
2. Shortlisted service providers will be required make presentations to the municipality.
3. Ability to raise 70% of budget required for the event to be hosted.
4. The appointed service provider will be expected to submit a budget breakdown of the entire event

Complete proposals in duly sealed envelopes and clearly marked:

Proposal: Hosting and organizing of the Lejweleputswa End of Year Festival

Closing date: 28-10-2016

Must be addressed to: The Municipal Manager

Lejweleputswa District Municipality
P.O. Box 21 63
Welkom
9460

Or deposited in: The tender box
Lejweleputswa District Municipality offices
Cor. Tempest Road and Jan Hofmeyer Roads
Welkom

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must attach quotation with a letter head of the company when submitting bids.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system in terms of the Supply Chain Management Policy, and for this purpose the **MBD1, MBD2, MBD3.1, MBD4, MBD6.1, MBD8 & MBD9** can be downloaded from LDM

website (www.lejwe.co.za) or collected from the SCM Unit, and be scrutinized, completed and submitted together with your quotation.

- Bidders must submit CK 1 or 2 or any form of registration with CPIC
- **Original Tax Clearance Certificate or Tax Clearance Certificates of All Partners** (in the case of a joint venture) must be submitted.
- Bidders must be registered on municipal **Database of suppliers**.
- Bidders must submit their latest Municipal account with the address corresponding to the company's address on CPIC registration document or a Lease Agreement
- Bidders are required to, together with their bids; submit original and valid **B-BBEE Status Level Verification Certificate** or Certified copies thereof to substantiate their B-BBEE rating claims with **SANAS Logo, for Exempted Micro Enterprise** must submit a Certificate issued by registered auditors or accounting officers with practice number.

**NB: No quotations will be considered from the person in the service of the state.
No late quotations will be considered.**

Proposals will be opened in public on the determined closing date in the front entrance of Lejweleputswa District Municipality, Welkom.

The lowest proposal will not necessarily be accepted and the Lejweleputswa District Municipality reserves the right to accept any tender wholly or partially. No reason for the Lejweleputswa District Municipality's decision with regard to the acceptance or rejection of any proposal will be given.

All enquiries regarding specifications of the proposal can be forwarded to:
Me. Khali Njobe (057) 353 3094



Palesa Kaota
District Municipal Manager
12-10-2016