

MATJHABENG

**MUNICIPALITY
UMASIPALA**



**MUNISIPALITEIT
MMASEPALA**

RFP NO:01/07/2014

**REQUEST FOR PROPOSAL - EVENTS CO-ORDINATION AND MANAGEMENT
(3 YEAR CONTRACT)**

Proposals are requested from companies with the right credentials to host the Matjhabeng Event coordination and management.

Bid documents in sealed envelopes quoting the RFP No, RFP Description and addressed to the Municipal Manager, Matjhabeng Local Municipality, P.O. Box 708, Welkom 9460 must be deposited in the Tender Box placed at the entrance of Municipal Offices, Main Building, Corner Ryk Street and State Way, Civic Centre, Welkom.

FUNCTIONALITY CRITERIA:

- Verification of compliance-that is, all essential RFP Requirements are met.
- Detailed evaluation of technical ability.
- **Evaluation criteria:**
 - Security screening: Compliance
 - Functionality: 40 Points
 - BBBEE:10
 - Price: 90

Functionality points: 40 Points

➤ **Experience: 30 points**

➤ **Bank Rating: 10 Points**

1-4 years' experience: 2 points

5-9 year's experience: 5 points

10-19 year's experience: 20 points

20 years and above experience: 30 points

Bank Rating:

Bank Rating	Score
A	10
B	9
C	8
D	7
E	2
F,G,H	0

The minimum qualifying score is 30 points

Tenders that have achieved the minimum qualification score for functionality will be evaluated further for price and preference points.

SCOPE:

- + Fashion show
- + Comedy and poetry show
- + Arts and crafts exhibition
- + Tourism excellence awards (Guest houses, petrol stations, restaurants and Art and Crafts)
- + Women's Month
- + Christmas Lights
- + June 16 Celebration
- + And any event that is befitting event Management

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Closing Date and Time: Friday 8th August 2014 at 12h:00

Compulsory Briefing Session: Friday 25th July 2014 at 10h:00, 1 Reinet Building, 4th Floor Boardroom

Enquiries may be directed to: Ms. Palesa Pitso at **057-916-4000** or E-mail to: palesa.pitso@matjhabeng.co.za

Bidders should take note of the following:

1. Failure to complete all supplementary/requested information will result in the bid being deemed null and void.
2. Bidders are required to submit **B-BBEE** Verification Certificate with **SANAS Logo**, for **Exempted Micro Enterprise (EME)** must submit certificate issued by registered auditors, accounting officers with practice number or accredited verification agency in order to claim preferential points.
3. Supply Chain Management Policy objectives of Matjhabeng Local Municipality will be applied.
4. Bidders must submit a valid and original **Tax Clearance Certificate**.
5. Bidders must submit **company registration certificate**.
6. No faxed copies or e-mails or late bids will be considered.
7. Bids will be evaluated in terms of the Preferential Procurement Policy Framework Act 90/10.
8. The lowest or any bid will not necessarily be accepted and the Municipality reserves the right to accept any bid wholly or partially.
9. Bidders must Submit Municipal Service Account/Lease Agreement.
10. Five year proven track record of successful hosting of events.
11. Proven record of fund raising capabilities.
12. Company profile including CV's of Management.

Mothusi Lepheana

Acting Municipal Manager

Notice No: 53/2014