

**MAPHUMULO LOCAL MUNICIPALITY**

Private bag x 9205  
Maphumulo  
4470

**MUNICIPALITY PROFILE**

Tel: 032 481 4500

Website: [www.maphumulo.gov.za](http://www.maphumulo.gov.za)

**INVITATION TO QUOTE : EVENT ORGANISER FOR FARMERS/MARKET DAY  
BID NO: KZN294/LED /2023**

The Maphumulo Local Municipality invites quotation from qualified and experienced event organisers who will organize farmers /Market day for Municipality to be held at Maphumulo Town hall .The full specification will be available on tender document.

Bidders must submit their quotation on the official Municipal bidding documents, which will be available at the Municipal offices, located at **MR 711, LOT 152, Maphumulo** from **Friday 4 August 2023 until Monday 7 August 2023 ONLY**. A non-refundable document fee of R200.00 is payable upon collection and payment must be deposited on **ABSA Bank**, account number: **4056102866** and produce a slip when collecting document.

Completed tender documents must be in a sealed envelope clearly marked "**EVENT ORGANISER FOR MAPHUMULO FARMERS /MARKET DAY** " and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12h00 on Thursday 10 August 2023**. Documents will be opened in public. **Telegraphic, faxed, emailed or posted tenders will not be accepted**. Bidders must attach the following **mandatory returnable documents** in order to be considered for this bid:

- Printed Copy of valid tax clearance **PIN** for further verification.
- **Certified ID(s) copies** of company director(s) (**Not older than 3 months**)
- **Certified** Copy of company registration (**Not older than 3 months**)
- **Proof of payment** for tender document
- Company municipal rates, electricity or water account **not older than 3 Months**, proof of Residential lease or rental or sworn affidavit accompanied by proof of residence if the business operates at a place of residence.
- Completed and signed Municipal Bidding Document attached in the tender document.
- Registered on Central Supplier database (CSD)

Evaluation will be done on the following two-stage process in terms of National Treasury Circular No: 53 and Municipal policy.

**Stage 1:**

Evaluation of functionality in terms of MFMA Circular 53. Only the service providers who achieve a minimum of 60% or 48 points of the total points will qualify for stage three of the Evaluation process.

The points for stage two will be allocated as follows:

<b>FUNCTIONALITY</b>	<b>POINTS</b>
Proven Track Record	20
Avilibility of resources	20
Lead Time	20
Financial Viability	20
<b>Total</b>	<b>80</b>

**Stage 2:**

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for municipal specific goal that is on combination of any other goals.

PREFERENCE	80/20	Documents required for verification
Business located within Maphumulo area	20	-Company municipal accounts not older than 90 days -Sworn affidavit accompanied by proof of resident if you are residing in rural areas. -Signed and valid lease agreement
Business located within Ilembe District	10	-Company municipal accounts not older than 90 days Sworn affidavit accompanied by proof of resident if you are residing in rural areas -Signed and valid lease agreement

All Technical enquiries relating to this tender must be directed to **Mr. S Shangase Tel. Number: 032 481 4500 or emailed to: Sandile.Shangase@maphumulo.gov.za and SCM related enquiries must be directed to Mr. SI. Manqele on 032 481 4500** during office hours (7:30 - 16:00) weekdays. The Maphumulo Municipality does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.

  
**Mr. T. KHULUSE**  
**ACTING MUNICIPAL MANAGER**