

# GREATER TZANEEN MUNICIPALITY



## SUPPLY CHAIN MANAGEMENT UNIT

**QUOTE DESCRIPTION: APPOINT A SUITABLY AND REPUTABLE EVENTS MANAGEMENT SERVICE PROVIDER TO EXECUTE AND MANAGE A GOLF DAY (KNOWN AS AGRI-GOLF) ONBEHALF OF MUNICIPALITY ON 25 NOVEMBER 2022**

**QUOTE NO:** SCMUQ 19/2022

**NAME OF BIDDER:** .....

**AMOUNT R** ..... **VAT incl.**

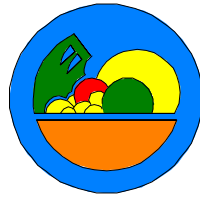
**AMOUNT IN WORDS:** .....

.....**RAND**

**CLOSING DATE: 06 SEPTEMBER 2022 @ 12H00**



PART A: MBD1  
GREATER TZANEEN MUNICIPALITY  
GROTER TZANEEN MUNISIPALITEIT



**SUPPLY CHAIN MANAGEMENT UNIT**  
**DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT SERVICE**

**QUOTE DESCRIPTION: APPOINT A SUITABLY AND REPUTABLE EVENTS MANAGEMENT SERVICE PROVIDER TO EXECUTE AND MANAGE A GOLF DAY (KNOWN AS AGRI-GOLF) ONBEHALF OF MUNICIPALITY ON 25 NOVEMBER 2022**

**QUOTE NO: SCMUQ 19/2022**

Bidders are hereby invited from interested service provider for a suitably and reputable events management service provider to execute and manage a golf day (known as Agri-golf) on behalf of municipality on 25 November 2022. Documents are obtainable at Greater Tzaneen Municipality Supply Chain Management Offices and Municipal website.

**Interested bidders must attach proof of the following documents to avoid disqualification:**

1. CSD report (not older than 3 months), certified copies of ID's for all directors of the company,
2. Statement of municipal rates and taxes for both company and directors appearing in the CK (not older than 3 months)/ letter from traditional authority not older than 3 months for the company and the directors/ copy of Lease Agreement with 3 Months proof of payment only (No statements), certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction.
3. Valid tax pin or tax clearance, certified or original B-BBEE certificate/affidavit (combined BBEE certificate if Joint Venture), signed joint venture agreements in case of a joint venture companies.
4. Initial every page of the quotation document and complete MBD form in full.

**Third parties must sanitise/ wear gloves when preparing their bid document.** Completed bid documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Bid No: **SCMUQ 19/2022**, **postal address and contact details of the bidder.**

**Documents will be available at [www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za) and Supply Chain Office from the date advert.**  
**Closing date: 06 SEPTEMBER 2022 @ 12:00 at Greater Tzaneen Municipality; Civic Centre; Council Chamber.**

Bidders must note that briefing session will **Not** take place.

**Bidders shall take note of the following bid conditions:**

- a) Greater Tzaneen Municipality Supply Chain Management Policy will apply on this quotation.
- b) Broad Based Black Economic Empowerment (B-BBEE) Act will apply, and Council reserves the right not to appoint.
- c) No bidder will be appointed if not registered on Central Supplier Database.
- d) Late, incomplete, unsigned, faxed, or emailed bids will not be accepted.

**Technical enquiries should be directed to Mr BM Mathebula @ 015 307 8029/8322**  
**Administrative enquiries must be directed to Ms. Z. Ramothwala @ 015 307 8199**

**PART B**

**Form of offer**

**Quote for contract number: SCMUQ 19/2022**

I/We, the undersigned:

**Quote for an amount ..... % (vat inclusive) and.**

- a) Quote to supply and deliver to the Greater Tzaneen Municipality all or any of the supplies of goods described in both Specification and Scheduled of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this quotation document, regarding delivery and execution.
- c) Declare that all information provided in respect of the bidder as well as the quotation documents submitted are true and correct.
- d) Declare that documentary proof regarding aspects of the quotation process or accidental thereto will, when required, be submitted to the satisfaction of the Municipality.

Signed at .....this ..... Day of .....20.....

\_\_\_\_\_  
**Signature**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_, \_\_\_\_\_

**State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.**

I/We the undersigned am/are authorized to enter this contract on behalf of:

\_\_\_\_\_  
By virtue of \_\_\_\_\_

Dated \_\_\_\_\_ a certified copy of which is attached to this bid.

Signature of authorized person: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Postal Address: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Please Note: The prices at which bids are prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

**Failure to sign the form of quote and initialling each page of the document will result in disqualification.**

## PART C

### SPECIFICATION

#### 1. INTRODUCTION

The Greater Tzaneen Municipality seeks to appoint a suitably and reputable events management service provider to execute and manage a golf day (known as Agri-Golf) on behalf of municipality on 25 November 2022.

The event will benefit approximately twenty (20) young or emerging farmers.

#### 2. SCOPE OF WORK

The appointed events management company will be required to submit a proposal entailing successful golf day.

The proposal will require that bidders demonstrate their competency, evidence their current and past competency, experience and references in providing similar services and demonstrate financial stability. Information contained in the responses must be factual and correct. Any submissions that contain false or misleading information will be immediately disqualified.

The appointed service provider will amongst others perform the following responsibilities:

- Mobilization sponsorships for the golf event.
- Performs all the functions during the day of the event (e.g., Registration of players, recording scores, prizes, prize-giving ceremony, etc)

#### 3. EVALUATION CRITERIA

No	Category	Points	Value	Score
<b>1.PROJECT IMPLEMENTATION PLAN</b>	Project Implementation Plan (including comprehensiveness of the time frame to deliver proposed management services)	40	40	
	No project Implementation Plan	0		
<b>2.COMPANY WORK EXPERIENCE</b>			40	
	5 Appointment letters in similar projects	5		
	4 Appointment letters in similar projects	4		
	3 Appointment letters in similar projects	3		

	2 Appointment letters in similar projects	2		
	1 Appointment letters in similar projects	1		
	No appointment letters in similar projects	0		
3	Return on Profit (submit a plan or proposal on how GTM will benefit financially.)		20	
	80-100%	5		
	60-79%	4		
	40-59%	3		
	20-39%	2		
	10-19%	1		
	Less than 10%	0		

NB: Companies scoring less than 70% will not be taken for further evaluation.

**BID EVALUATION: Point System 80: 20**

1ST STAGE	FUNCTIONALITY TOTAL SCORE: 100% THRESHOLD (MINIMUM SCORE REQUIRED = 70%)
2ND STAGE	PRICE = 80 B-BBEE = 20

Bidders are required to submit original or original certified copies of BEE Status Level Verification Certificate together with their bids to substantiate their BEE rating claims; and a trust, consortium or joint venture must submit a consolidated BEE Status Level Verification Certificate together with their bids.

- Exempted micro enterprises are required to submit a letter from their accountants.
- Failure to provide one of the above will lead to the bidder forfeiting BEE rating points.

**Note to Bidders**

- The appointed service provider will be requested to sign the Service Level Agreement before the date of the event.
- Financial costs to be incurred by Greater Tzaneen Municipality (if any) must be clear in the proposal.

**PART I**

**MBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

**3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Company Registration Number: .....

3.4 Tax Reference Number: .....

3.5 VAT Registration Number: .....

3.6 Are you presently in the service of the state\* **YES / NO**

3.6.1 If so, furnish particulars.....

Have you been in the service of the state for the past twelve months? **YES / NO**

3.7.1 If so, furnish particulars. ....

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.8.1 If so, furnish particulars.....

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1. If yes, furnish particulars.....

\_\_\_\_\_

\* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council.
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal entity.
- (c) an official of any municipality or municipal entity.
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

10. Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.10.1. If so, furnish particulars.....

3.11 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.11.1 If so, furnish particulars.....

3.12 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.12.1 If so, furnish particulars.....

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder

### CERTIFICATION

**I, the undersigned**  
**(name)**.....

Certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of Bidder