



APPOINTMENT OF AN EVENTS ORGANIZER TO ORGANISE, MANAGE AND FACILITATE SONDELA YOUTH FESTIVALFOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF (3) YEARS, BID NO: JGDM2022/23 – 029.

Joe Gqabi District Municipality invites reputable, suitably qualified and experienced service providers to submit bids for the **“APPOINTMENT OF ANEVENTSORGANIZER TO ORGANISE, MANAGE AND FACILITATE SONDELA YOUTH FESTIVALFOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF (3) YEARS”**.

Bid documents will be available from the www.etenders.gov.za and the Joe Gqabi District Municipality website www.jgdm.gov.za. Hard copies of the bid document will be made available from Joe Gqabi District Municipality SCM offices from **FRIDAY, 07 JULY 2023** upon payment of a **non-refundable** fee of R100 (One hundred rand) for each document (either in cash or by means of a bank guaranteed cheque or direct bank deposit to ABSA, 2380000019) made payable to the Joe Gqabi District Municipality. Payments must be made at the Cashier's Office, which is situated at the ground floor, **Cnr of Graham and Cole Streets, Barkly East** between the hours of **08h00** and **15h00** prior to the collection of the bid documents.

A compulsory briefing session will be held at the committee room of Joe Gqabi District Municipality , C/O Graham and Cole Street, Barkly East- **FRIDAY, 21 JULY 2023 at 11H00am**.

Completed bid documents must be placed in a sealed envelope clearly marked **“APPOINTMENT OF ANEVENTSORGANIZER TO ORGANISE, MANAGE AND FACILITATE SONDELA YOUTH FESTIVALFOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF (3) YEARS– JGDM 2022/23 – 029**. These must be deposited in the Tender Box ofJoe Gqabi District Municipality, situated outside the front entrance of Main Offices Building, at Corner of Cole and Graham Streets, Barkly East not later than **12h00 pm on MONDAY, 07/08/2023**.

EVALUATION CRITERIA

Bids shall be evaluated based on the 80/20 points system within the ambit of the Preference Procurement Policy Framework Act No.5 of 2000 and Preferential Procurement Regulations 2022.

The bid will follow a two-stage bidding process

In the first stage technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments. In the second stage final technical proposals and

priced bids should be invited.

Stage 1 – Involves an evaluation of Functionality only- At this stage Bidders must score a minimum score of 45 out of 70 for functionality before they will be evaluated on preference Points and Price.

Stage 1: Functionality:

CRITERIA	EVIDENCE	POINTS ALLOCATION				
		CRITERIA	MAXIMUM POINTS	MINIMUM POINTS		
Experience of a company Evidence of completed projects for event management (for projects of R500 000.00 above) not older than 15 years.	CAPACITY ASSESSMENT Attach copies of any of the following: a. Orders <u>or</u> b. Appointment Letters <u>or</u> c. Contract AND 2. PERFORMANCE ASSESSMENT Corresponding Reference form (attached in the tender document) from previous clients for each Order, Appointment letter or Contract.	5 points per completed project up to a maximum of 25 points.	25	15		
Expertise Experience of the event Manager.	Provide CV of the Event Manager.	>5	15	10		
		3 to 5 years	10			
		< 3 years	0			
Qualifications of the event manager on Event management or Communications or Public relations or Business related.	Provide certified copy (ies) of qualifications not older than three (3) months.	Degree/diploma	10	5		
		Certificate Level NQF 5	5			
		No qualification	0			
Detailed explanation of methodology, resources to be deployed and process to be adopted to fulfill the as-	Proposal must cover the following aspect of the scope of work. • Preparation and management of the	Scoring	Points	Comments	20	15
		Comprehensive	20	Proposal covers and meets all requirements		

signment.	<ul style="list-style-type: none">event• Participants' management• Event venue arrangements• Event ticket sale• Exhibitors registration and information support• Communication and public relations• Other general logistical arrangements and event management			in terms of the scope of service, outputs and other requirements in the terms of reference OF JGDM.		
		Good	15	Proposal covers all TOR but not much detailed.		
		Poor	0	Proposal does not comply with TOR and scope.		
TOTAL					70	45

- ***Bidders must obtain minimum of 45 out of 70 points to qualify for short listing for evaluation of price and preference points.***
- ***Bidders must obtain minimum required points for each sub-criterion.***

Price and Specific goals

Price :80
Specific Goals :20

Maximum points of 20 points will be awarded to tender for specific goals for the tenderer. Points scored on specific goals will be added to the points scored for price. To claim points for Specific goals, a copy of Identity documents of Directors, Central Supplier database form (CSD) and Company Registration Documents must be attached for HDI and proof of company office address (Municipal account not older than 90 days or Municipal Clearance certificate or lease agreement or proof of address and affidavit from village residents only) must be attached for locality.

It must be expressly understood that the Municipality disclaims any responsibility for seeing that Tenders sent by post or delivered in any other way, are lodged in the Tender Box. It is accordingly preferable for the Tenderer to personally ensure that the Tender is placed in the Tender Box by the Tenderer's own staff, or where appropriate, a courier appointed by the Tenderer.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

1. **JGDM shall not do business with any person in the service of the state.**
2. **Bidders must be registered on National Treasury's Central Supplier Database (CSD).**
3. **The Joe Gqabi District Municipality Supply Chain Management Policy will apply.**

4. The Joe Gqabi District Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and to award to more than one bidder.
5. The Joe Gqabi District Municipality serve the right to appoint more than one service provider.
6. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
7. All pages must be signed where necessary.
8. The completed and signed bid document must be submitted as original.
9. Additional annexure(s) is/are accepted only if cross referencing has been done and the page signed
10. Bids submitted are to hold good for a period of 90 days.
11. Maximum points of 20 points will be awarded to tender for specific goals for the tenderer. Points scored on specific goals will be added to the points scored for price.
12. SARS pin and Tax Reference Number to be declared in the bid (cover page of the bid document). In the case of a Trust, Joint Venture, or Consortium each party to a Trust/Joint Venture/Consortium should submit a separate Tax Clearance Certificate
13. Bid documents must remain intact
14. Recommended bidder will be required to submit proof of company office address (Municipal account not older than 90 days or Municipal Clearance certificate or lease agreement or proof of address and affidavit from village residents only) **FOR LOCAL MUNICIPALITY AND DISTRICT MUNICIPALITY** before the award of tender.
15. Use of Tippex AND erasable ink will render the bid non- responsive.
16. Declaration pages must be fully completed and signed.
17. Joint Ventures/consortiums must provide signed copies of such agreements and all other returnable documents for each partner to the Joint Venture.
18. Failure to complete ALL the supplementary information may result in the bid being deemed non-responsive.

The Council reserves the right to extend the Tender Period and/or alter Conditions of Tender during the Tender Period at its own discretion.

Please refer all enquiries to the Acquisition Co-ordinator: SCM - Ms K. Seboko in writing at keitu@jgdm.gov.za during office hours (08h00-16h00) Monday to Friday.



MR M.P. NONJOLA
MUNICIPAL MANAGER