



**TENDER ADVERT**  
**UMGUNGUNDLOVU DISTRICT MUNICIPALITY**

**INVITATION FOR SERVICE PROVIDERS TO FORM A PANEL OF EVENTS MANAGEMENT SERVICES FOR**  
**UMGUNGUNDLOVU DISTRICT MUNICIPALITY**

**TENDER NO. 12/2023**

The uMgungundlovu District Municipality seeks professional service providers to establish a panel of suitably qualified and experienced service providers as events managers to manage and coordinate small- and large-scale various events such as sporting events, Provincial and National workshops, Imbizos, Mayoral events and project launches, etc. for a period of 36 months.

Tender documents can be downloaded from the municipal website at [www.umdmd.gov.za](http://www.umdmd.gov.za) and/or at [www.etenders.gov.za](http://www.etenders.gov.za) or alternatively can be collected from offices of the Cashier at the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg. If tenders are collected, a non-refundable tender deposit of R150.00 is payable to the uMgungundlovu District Municipality. Any queries can be directed to Mr. Brian Zuma via email [brian.zuma@umdmd.gov.za](mailto:brian.zuma@umdmd.gov.za). A Compulsory Briefing Session will be held on 29 May 2023 at 10h00, at the uMgungundlovu District Municipality, Council Chambers, 242 Langalibalele Street, Pietermaritzburg. Non-attendance at the Compulsory Briefing Session will render any submission invalid.

Tender submissions must be properly bound and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg, before 12h00 on 13 June 2023, in a sealed envelope which is clearly marked with the Tender Number and Tender Description. Late quotations or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

All eligibility criteria must be furnished accordingly, where mandatory or applicable. Tenderers will thereafter be evaluated in terms of functionality before being evaluated on price and preference. Tenderers that qualified in terms of the functionality criteria will then be evaluated in terms of the 80/20 preference point system as prescribed in terms of the Preferential Procurement Regulations 2022.

**Tenderers are required to submit three written references from clients (public or private sector) for similar events such as sporting events, Provincial and National workshops, Imbizos, Mayoral events and project launches, etc. awarded within the past 5 years with a minimum value of R 300,000.00 to substantiate their ability to undertake the required services.**

**Tenderers are required to have membership of SAACI (Southern African Association for the Conference Industry) or Membership of PRISA (Public Relations Institute of Southern Africa) or Membership of MASA (Marketing Association of South Africa).**

Tenderers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price and preference based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
Experience of Tenderer (both private and public sector clients)	60
Personnel's Qualifications (CVs and Qualifications)	40
<b>Total</b>	<b>100</b>

A bidder/s that scores less than 60 points out of 100 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.

The 80/20 preference point system in terms of the municipality's SCM Policy will be applicable as follows:

<b>PREFERENCE SYSTEM</b>	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS (20 Points)</b>	
- Race – 100% Black Owned (HDP)	4
- Gender – 100% Woman Owned (HDP)	4
- Disability (HDP)	4
- Youth (HDP)	4
- Locality – Officed based in uMgungundlovu District	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

All service providers intending to submit a tender are required to be registered on the Central Supplier Database.

Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.

**Dr. X Muthwa**

**Acting Municipal Manager**

**uMgungundlovu District Municipality**