



PROJECT NAME: Appointment of a Service Provider to facilitate “Lepelle Northern Water Charity Golf Day Event.”

PROJECT NO: LNW RFQ XXXX

USER DEPARTMENT: *STRATEGY AND PLANNING*

NAME OF BIDDER:.....

MAAA number:.....

CLOSING DATE AND TIME: 13 March 2024 AT 11H00

1. PURPOSE

The purpose of this specification is to request Supply Chain Management Unit to invite proposals for events management company to facilitate a “Lepelle Northern Water Charity Golf Day Event.”

2. BACKGROUND

Lepelle Northern Water (“LNW”) is a public water utility, wholly owned by the state, established in terms of the Water Services Act No 108 of 1997. The entity is required by the Public Finance Management Act (Act 1 OF 1999 and the constitution of South Africa that all procurement of goods and services are procurement in a fair, competitive, transparent, equitable and with value for money in line with Supply Chain transcripts.

LNW seeks to appoint a suitably and reputable events management service provider to execute and manage a golf day on behalf of LNW on Friday, 12 April 2024. LNW continues to support and promote charity through sport.

The event will benefit a CSI project that will go towards a Community Centre in Limpopo.

3. SPECIFICATION

LNW seeks to appoint a suitably and reputable events management service provider to execute and manage a golf day on behalf of LNW on Friday, 12 April 2024. LNW continues to support and promote charity through sport.

4. SCOPE OF WORK

The appointed events management company will be required to submit a proposal entailing successful hosting of a 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. The service provider will be expected to administer the following;

- Fund raising
- Management of the event
- Confirmation and payment of the venue

- Supply and branding of caps and t-shirts
- Management of players 'time slots,
- Administer CSI funds and identified beneficiary
- Management of the gala dinner and price giving ceremony
- Submit a close out report within 5 days after the event.

5. DURATION OF CONTRACT

Duration of the contract is once off. It should be noted that the service period can be terminated at any point with a 14 days notice to the Service Provider.

6. PRICING SCHEDULE

Description	Percentage (%)
Management fee	

NB:-(Commission payoff to the Service Provider can-not exceed R1 million including VAT regardless of the funds raised.)

7. PROCUREMENT PROCESS

The normal LNW supply chain management process will be followed in line with the SCM policy of LNW and Procedures with no deviations from the normal anticipated procurement process at this stage.

Contract Period	: Once off
Validity of Request for Quotations	: 30 days
Date RFQ published	: 08 March 2024
RFQ document available	: 08 March 2024
Closing date of RFQ	: 13 March 2024 @ 11h00
Briefing session	: None

8. EVALUATION CRITERIA

Preferential Points System will be used to evaluate this bid in line with the

Preferential Procurement Policy Framework Act, 2022. Bidders will be evaluated on functionality first, only those qualifying by achieving the minimum cut off point of 66% will be evaluated on administrative compliance and then price and preference points.

a. THE QUOTATIONS WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

- Relevant specifications
- Value for money
- Capability to execute the work/ contract
- LNW SCM Policy
- PPPFA & associated regulations

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8.1. MANDATORY REQUIREMENTS (PRE-QUALIFICATION)

- i. Pricing schedule to be completed in full to render the quotation responsive. If any section of the pricing schedule is left incomplete the bid document will be disqualified.
- ii. Proof of registration on the Central Suppliers Database (CSD) (this can be accessed or verified online if not attached)

NB: Failure to comply with any of the above requirements will lead to disqualification of the quotation.

Quotations will further be evaluated in terms of Method 4:

- Stage 1: Evaluation on Functionality (Minimum cut-off point of 40 points (66.6%) to be scored to be considered responsive)
- The award will be given to the highest points scorer
- Stage 2: (specific goals)

8.2. FUNCTIONALITY

Stage 2: Evaluation on Functionality

The first stage will evaluate functionality, and the minimum threshold will be 66,6 % (40 points) to be considered for further evaluation in stage 2 (Evaluation on Price and specific

goals. Evaluation of proposals will be done according to the following criteria (so sufficient information should be provided).

NB The Bidder should demonstrate capacity across all criteria to the maximum of 40 points) which experience is critical.

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Criteria for assessing Functionality	Points
All quotations duly lodged will be evaluated on functionality as pre-qualifying criteria. The evaluation criteria and weighting for measuring functionality are indicated.	
Criterion	
1. Company experience	60
Company experience	60
6 signed reference letters = 60 points	
Service providers must submit reference letters indicating experience in organising golf tournaments , each reference letter will be scored 10 points per successful project to the maximum of 60.	
<i>NB:- Failure to get direct confirmation of reference letters from the Institutions where the service was rendered will result in zero point allocation. The institution where service was rendered will be given 3 days to confirm. More time can be given on LNW discretion). It is the responsibility of the Service Provider to ensure that the contact person in the reference letter are reachable.</i>	
Grand Total Points	60

Note: Only service providers who qualify by meeting the minimum cut off points of 40 will be evaluated further on administrative compliance, then price and preference points.

Note

Project Implementation Plan (including comprehensiveness of the time frame to deliver proposed management services)

Fund raising minimum of R 300 000

Confirmation of the venue and management of branding, including caps and t-shirts

Payment of the venue and administration of the proceeds for the identified CSI project

Management of the time slots

Management of the gala dinner and price giving ceremony

8.4. ADMINISTRATIVE COMPLIANCE

1. Company registration documents
2. Certified valid ID copies of the company shareholders
3. Completed SBD4 Forms

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NOTE:

- a) The JV partners must submit both mandatory and administrative documents for each Company.
- b) Preferred JV bidder will be required to submit a joint JV bank account, CSD registration and VAT number
- c) The client reserves the right to verify any information provided on the quotation
- d) The bidders must comply with all terms and condition including requirements as stipulated in the Quotation Documents to be evaluated further.
- e) LNW is not compelled to accept the lowest or any quotation

Please note that the above required administrative documents will be deemed as mandatory to the preferred bidder within 2 working days. Required documents will be requested for submission within two working days and failure to submit will be deemed as non-responsive.

There will be no compulsory briefing session. Bidders are requested to send electronic emails for any enquiries to the following contact information: joem@lepelle.co.za and mamokidim@lepelle.co.za

NOTE:

- a) The client reserves the right to verify any information provided by the bidder
- b) The bidders must comply with all terms and condition including requirements as stipulated in the RFQ to be evaluated further.
- c) LNW is not compelled to accept the lowest or any RFQ

- d) LNW has the right to request clarification from the Service Provider where necessary

8.3. EVALUATION ON PRICE AND PREFERENCE POINTS

8.3.1. PRICE AND PREFERENCE POINTS

Stage 4: Evaluation on Price and Specific goals 80/20

Financial offer and Specific goals

- 1) Score RFQ evaluation points for financial offer (Pricing).
- 2) Confirm that Service Providers are eligible for the specific goals through CSD (Disability points must be supported by Doctor's letter)
- 3) Calculate total quotation evaluation points.
- 4) Rank quotations offers from the highest number of Service Provider evaluation points to the lowest.
- 5) Recommend the quotation with the highest number of quotation evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE
(see definition on SBD 4 attached)

Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

$N_{FO} = W_1 \times A$ where:

N_{FO} = the number of tender evaluation points awarded for the financial offer.

W_1 = the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

A = a number calculated using either formulas 1 or 2 below as stated in the Tender Data.

Formula	Basis for comparison	Option 1	Option 2
1	Highest price or discount	$(\frac{P}{P_m} (1 + m))$	P/P_m
2	Lowest price or percentage commission/fee	$(\frac{P}{P_m} (1 - m))$	P_m/P

where:

P_m = the comparative offer of the most favorable tender offer.

P = the comparative offer of tender offer under consideration.

The 80/20 or 90/10 Preferential Point System will be used to evaluate the bid.

Table 2: Preference Points Allocation (As per the Preferential Procurement regulations 2022)

#	Specific Goals	Means of verification	80/20 Points	90/10 Points
1	Disability (Minimum of 1 shareholder ownership in the company)	CSD Report	5	2.5
2	Black women (100% Black women ownership in the company)	CSD Report	5	2.5
3	Black ownership (100% black ownership in the company)	CSD Report	5	2.5
4	Black Youth (Minimum of 1 shareholder Black youth ownership in the company)	CSD Report	5	2.5
	Total Points		20	10

The points scored by the tenderer with respect to the level of Preference Points Allocation must be added to the points scored for price.

9. CONDITIONS OF THE RFQ

- LNW reserves the right to cancel the project or change the date of the event if they deem it necessary.

10. SUBMISSIONS

All quotations must be submitted via email to SCM Unit – SCM Officer Ms Mamokidi Mangena at the following email address:- mamokidim@lepelle.co.za

Technical Enquiries can be directed to the project manager Mr Joe Makhafola at email joem@lepelle.co.za, contact number 015 295 1841