



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Private Bag X9152, PIETERMARITZBURG, 3200

270 Jabu Ndlovu Street, Pietermaritzburg, 3200

Tel: 033 264 2500 Fax: 033 264 2864

INVITATION TO QUOTE FOR SUPPLY / SERVICE

You are hereby invited to quote for **WORLD AIDS DAY AND CONSUMER AWARENESS PROGRAMME EVENT** to be held at **IMBALI TOWNSHIP, WARD 41, UMSUNDUZI LOCAL MUNICIPALITY** on the **12 December 2023**.

QUOTATION NUMBER: WAD2023

Closing Date and Time: 08/12/2023 at 11H00

QUOTATIONS SHOULD BE:

Emailed to scmquotations11@kznedtea.gov.za or faxed to 086 762 3968. If quotation is late, it will not be accepted for consideration.

DESCRIPTION OF SUPPLY / SERVICE: World Aids Day and Consumer Awareness Programme Event.

NB: Quotation to be submitted on the specification form attached

No.	Description of Item	Date	Price	Total
1	WORLD AIDS DAY AND CONSUMER AWARENESS PROGRAMME EVENT	12 December 2023		
			Sub-total	
			Plus 15% VAT	
			TOTAL	

NB: 1. ONLY VAT REGISTERED SUPPLIERS TO CHARGE 15% VAT.

2. VAT REGISTRATION NUMBER:

VALIDITY PERIOD FOR QUOTATION IS THIRTY (30) DAYS.

DELIVERY PERIOD:

() CALENDAR DAYS FROM DATE OF ORDER

Central Suppliers Database No: _____

REGISTERED SUPPLIER'S NAME

SUPPLIER'S SIGNATURE

PHYSICAL ADDRESS: _____

Company stamp

DATE

Enquiries: Mr Mthembeni Mbeje

: 071 609 4609

Mr Lindelani Njapha

: 073 146 1629 / 033 264 2734/ 2859

CONDITIONS OF QUOTATIONS AS PER PROVINCIAL TREASURY REGULATIONS ARE APPLICABLE TO THIS QUOTATION AND ARE AVAILABLE FROM THE DEPARTMENT UPON REQUEST.

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SPECIFICATION FOR WORLD AIDS DAY AND CONSUMER AWARENESS PROGRAMME

DATE: 12 DECEMBER 2023

VENUE: IMBALI TOWNSHIP, WARD 41, UMSUNDUZI LOCAL MUNICIPALITY

NO.	NEED	QUANTITY	UNIT PRICE	TOTAL PRICE
1	MAIN MARQUEE			
	Frame marquee to accommodate 2500 people	01		
	White plastic Chairs (White plastic chairs with no covers)	2500		
	Stage to accommodate 20 people	01		
	White Chairs covers for 200 people (for people on stage and front row)	200		
	Rectangular Tables with clothes and overlays	04		

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	Drinking glasses NB: Service provide is required to provide water in jugs	10		
	Performance Stage	01		
				NB: Provide certificate of compliance on site that is signed and approved by the Engineer
2	MARQUEE FOR COMMUNITY CATERING			
	Marquee to accommodate 50 people	01		
	Rectangular Table	10		
3	MARQUEE FOR EXHIBITION			
	Marquee to accommodate 200 people	01		
	White plastic chairs with cover	40		
	Trestle tables	20		
4	CATERING FOR STAKEHOLDERS			

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	Breakfast to be served at 08h30 Breakfast: for Exhibitors • Freshly prepared assorted sandwiches and muffins • Assorted Samosas • Drumettes • Meatballs • Tea and coffee • 300ml 100% Liqui fruit juice (assorted flavours)	200 people	R80.00	R16 000.00
	Lunch to be served at 12h00 Lunch: menu for Exhibitors • Rice • Beef curry (To accommodate 100 people) • Chicken curry (To accommodate 50 people) • 2 salads (Beetroot & Coleslaw) • 330 ml of 100% Liqui fruit juice (assorted flavours)	150 people	R150.00	R22 500.00

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	Lunch to be served at 12h00 Lunch: Halaal menu for Exhibitors • Chicken leg quarters with ah herb crust • Vegetarian breyani • Dhal • Savoury gravy • 330 ml of 100% Liqui fruit juice (assorted flavours)	50 people	R150.00	R7 500.00
5	CATERING FOR COMMUNITY			

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	Lunch to be served at 12h00 Community catering: • 2x rolls (per person) • 1 x roasted quarter leg chicken, • Potato salad • 330 ml 100% liqui fruit Juice (assorted flavours) • 1x Seasonal Fruit NB: the food is to be served in an environmentally friendly disposable container, the caterer should be briefed by service provider on about the expected arrival time is 09:00. The list of service providers will be provided by Dept. and plan for how to feed the community	2500 people	R150.00	R375 000.00
6	WASTE DISPOSAL			
	Double door trailer toilet with toilet paper	01		
	Toilet for the physically challenged with toilet paper	01		
	Toilets for the community with toilet paper (05 for Female and 03 for Male)	08		
	Refuse black Bags 20 per pack (750mmx950mm) • 80L capacity • 25 microns	05		

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7	JOG MARQUEE				
	Marquee to accommodate 30 people	01			
	White Plastic chairs with covers	20			
	Trestle table	02			
8	GENERATOR/POWER SUPPLY				
	100 KVA 63amp power distributor industrial Generator	01			
9	SOUND & PUBLIC ADDRESS SYSTEM				

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	Sound system, PA system to accommodate 2500 people	01		
	• must be tested before event starts • sound system with adequate wattage with (company must provide technician to set up and operate the system) • electrician to be available on site (cables and extension cord to be available) • company must provide technician to set up and operate the system • Plug points			
	NB: • Electrician to be available on site (cables and extension cord to be available) • must be tested before event starts • Provide certificate of compliance on site that is signed and approved by the Engineer			
	Standing mic	01		
	Roving mics	02		
	Podium	01		
10	INDUSTRIAL FANS OR AIR CONDITIONERS			
	"18" Industrial Pedestal fans	08		

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11	FIRE EXTINGUISHERS				
	19kg Fire Extinguishers (Main marquee)	02			
12	PUBLIC TRANSPORT				
	Taxis to be provided to transport community members to and from areas within uMgungundlovu District. • 16-Seater Taxi (Taxi routes will be provided by the Municipality)	100 taxis			
13	SECURITY				
	Marshalls to assist during event	100	R150.00	R15 000.00	
	Municipality to coordinate and submit list with the names. EDTEA will provide Bibs for the Marshalls.				
	Safety Officer	01	R15 000.00	R15 000.00	
	Speed Fence (350 metres)	01			
	Lightning conductor	02			
	Ambulance	01			
14	ENTERTAINMENT				
	Professional Artists	01	R30 000.00	R30 000.00	
	(Department to provide quotation)				

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	2 x Local Artist @ R5 000.00 each (Department to provide quotation)	02		R5 000.00	R10 000.00
	SUB-TOTAL PRICE				
	VAT(only if you are a VAT vendor)				
	GRAND TOTAL PRICE				
	For enquiries please contact Mthembeni Mbeje on 071 609 4609				

Name of Company.....

Name of Representative.....Designation.....

Authorized Signature.....

Date.....

Validity period:

VAT Vendor Number.....(if applicable)

Banking details same? Yes..... No.....(please indicate with a tick)

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CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to KZN Department of Economic Development, Tourism and Environmental Affairs..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2.

DATE: