



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 **CONSUMER AWARENESS AND EDUCATION CAMPAIGN** to be held at **UMSUNDUZI LOCAL MUNICIPALITY, WARD 12, IMBALI SPORT GROUND** on the **12 March 2024**.

QUOTATION NUMBER: 2024030422/2024030423

Closing Date and Time: 07/03/2024 at 15H00

QUOTATIONS SHOULD BE:

Emailed to scmquotations15@kznedtea.gov.za . If quotation is late, it will not be accepted for consideration.

DESCRIPTION OF SUPPLY / SERVICE: Consumer Awareness and Education Campaign.

NB: Quotation to be submitted on the specification form attached

No.	Description of Item	Date	Price	Total
1	CONSUMER AWARENESS AND EDUCATION CAMPAIGN	12 March 2024		
			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:

.....

.....

Enquiries: Mrs Thembe Ndlovu

: 033 264 2716

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.

Company stamp

DATE



SPECIFICATION FOR THE CONSUMER AWARENESS AND EDUCATION CAMPAIGN

DATE: 12 MARCH 2024

VENUE: MSUNDUZI MUNICIPALITY, WARD 12, IMBALI SPORTS GROUND

NO.	NEED	QUANTITY	UNIT PRICE	TOTAL PRICE
1	CATERING FOR COMMUNITY Community catering: Lunch to be served at 12:00 • Rice • Chicken curry (to accommodate 1500 people) • Beef curry (to accommodate 1500 people) • 2 Salads (Coleslaw and Beetroot) • 330ml 100% fruit juice (assorted flavours) NB: Food is to be served in an environmentally friendly disposable container, the list of service providers will be provided by Dept, a plan for how to feed the community	3000	R150.00	R450 000.00

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2	CATERING FOR EXHIBITORS & STAKEHOLDERS				
	Finger Lunch to be served at 09:00 - Freshly prepared assorted sandwiches and muffins - Assorted Samosas - Drumettes - Meatballs - Tea and coffee 330ml 100% Liqui fruit juice (assorted flavours)	300	R80.00	R24 000.00	
3	WASTE DISPOSAL				
	Toilets for the physically challenged with toilet paper	02			
	Toilets for the community (04 for females and 04 for males)	08			
	2 Ply Toilet rolls 48's	04			
	Refuse black Bags 20 per pack (750mmx950mm) 80L capacity 25 microns	05			
4	GENERATOR/POWER SUPPLY				
	100 KVA 63amp power distributor industrial Generator	01			
5	SOUND & PUBLIC ADDRESS SYSTEM				
	Sound system, PA system to accommodate 3000 people NB:	01			

COMPANY STAMP

	• 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) • Provide certificate of compliance on site that is signed and approved by the Engineer • Plug points			
	Standing mic	01		
	Roving mics	02		
	Podium	01		
	Entertainment stage accommodate 20 people	01		
	Stage to accommodate 20 people (for people on stage and front row)	01		
6	PUBLIC TRANSPORT			
	Taxis to be provided to transport community to and from areas within uMsunduzi Municipality and surrounding areas. • 15-Seater Taxi (Taxi routes will be provided by the Municipality)	120 Taxis		

COMPANY STAMP

7	SECURITY					
	Marshalls to assist during event	80		R150.00	R12 000.00	
	Municipality to coordinate and submit list with the names of Marshalls EDTEA will provide Bibs for the Marshalls.					
	Safety Officer	01		R 15 000.00	R 15 000.00	
	Speed Fence 500 metres	01				
	EMIRS	01				
8	VIDEOGRAPHY					
	Videographer is required to capture event and production of DVD : • 1 cameras to record the whole function • 15-20 minutes DVD edited version of the event • 1 x copies of 15 minutes edited version • 1 x unedited copies for the whole event	01				
9	ENTERTAINMENT					
	2 x Local Artist @ R5 000.00 each (Department to provide quotation)	02		R5 000.00	R10 000.00	
10	TABLES AND CHAIRS					
	Tables and Table clothes	08				
	Chairs without covers	3000				

COMPANY STAMP

11	MARQUEE			
	Frame Community Marquee to accommodate 3000 people with social distancing	01		
12	FRAME MARQUEE FOR EXHIBITION			
	12m x 3m Marquee	01		
13	FRAME MARQUEE FOR COMMUNITY SERVICES			
	6m x 9m Marquee	01		
14	JOG MARQUEE			
	Marquee to accommodate 20 people	01		
For enquiries please contact Tshepiso Selepe on 079 505 2402 or Thembeke Ndlovu on 066 054 5331				
SUB-TOTAL PRICE				
VAT (only include if VAT registered)				
GRAND TOTAL PRICE				

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)

COMPANY STAMP



SPECIFICATION FOR THE CONSUMER AWARENESS AND EDUCATION CAMPAIGN

DATE: 13 MARCH 2024

VENUE: UGU MUNICIPALITY, PORTSHEPSTONE, WARD 10, UMZUMBE SPORTS GROUND

NO.	NEED	QUANTITY	UNIT PRICE	TOTAL PRICE
1	CATERING FOR COMMUNITY Community catering: Lunch to be served at 12:00 • Rice • Chicken curry (to accommodate 1500 people) • Beef curry (to accommodate 1500 people) • 2 Salads (Coleslaw and Beetroot) • 330ml 100% fruit juice (assorted flavours) NB: Food is to be served in an environmentally friendly disposable container, the list of service providers will be provided by Dept, a plan for how to feed the community	3000	R150.00	R450 000.00

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Authorized Signature.....

Date.....

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

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

COMPANY STAMP

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to **Department of Economic Development, Tourism and Environmental Affairs** in accordance with the requirements and task directives / proposals specifications stipulated in Requisition 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 date of the 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;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - (ii) 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 services 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

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