



BID NOTICE / ADVERT

The Makana Local Municipality wishes to invite suitable service providers to provide the following services:

RFQ Name	RFQ Number	Closing Date and Time
Catering and Decoration of Gala Dinner for Makana Freedom Festival at City Hall	MLM/2023-24/RFQ/008	18 April 2024 at 12h00PM

Bidders are required to submit the following documents:

- Founding Statement (CK / Company Registration Certificate) or certified copy, if a sole proprietor provide affidavit confirming ownership.
- Valid SARS Tax status report Issued with a Pin.
- Completed and signed MBD 4, MBD 6.1, MBD 8 & MBD 9, **Failure to submit all the required documents will result in disqualification.**
- Certified Copies of the Directors/Owners/Partners' Identity documents.
- Certified Copy of the Billing clearance reflecting nil arrear amounts for municipal accounts or lease agreement signed by both parties (both lessor and the lessee), if expired, proof of extension of the lease must be attached or statement of municipal accounts which is not more than 3 months old and not more than 3 months in arrears must be attached and be returned with the Tender document. If arrangement has been made to pay the arrear municipal account, then certified proof of such arrangement must be attached. If lease agreement is submitted, proof from the lessor, with municipal account reflecting no arrears for more than 90 days.
- Tenderers must be registered on the Makana Local Municipality supplier database and the Central Supplier Database (CSD). Proof of registration (Makana Database Confirmation Letter and latest CSD Registration Report not older than a month) on both databases must be submitted.
- **NB: Failure to submit all the above required information will result in disqualification of the bidder.**
- RFQ's which are late, incomplete, unsigned, or submitted by fax or electronically, will not be accepted.
- Documents must be filled with black ink.
- **NB: For JV and partnerships Each Directors must complete and sign the MBDs, each JV/Partner must submit CSD; ID and JV/Partnership agreement to be submitted. Failure to do so will result in disqualification.**
- Prices must be valid for a period of 90 days from the closure date of the tender.
- Makana Supply Chain Management Policy, The Preferential Procurement Policy Framework Act (PPPFA) No.5 of 2000 together with amended Preferential Procurement Policy Regulations of 2022 will apply.
- Received Bids will be subjected to the following evaluation criteria:
 - **Stage 1-Evaluation in terms of the applicable functionality criteria.**
 - **Stage 2-Evaluation in terms of the points for price and points for the specific goals per PPPFA Regulations of 2022 i.e., 80/20**
 - A bidder that scores less than 70% in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified and will not be evaluated further for price and specific goals. Only bidders who score 70% or more will be evaluated for price and specific goals.
 - Specific goals will be utilized where 10 points will be allocated to 100% black owned companies, 5 points to 50% black youth owned companies and 5 points to locally based businesses. **NB: A certified proof of business address within the Makana Local Municipality Jurisdiction must be attached for Locally based businesses. Bidders who fail to attach such proof will forfeit the allocated points.**

PLEASE REFER TO THE RELEVANT TENDER DOCUMENT FOR THE DETAILED FUNCTIONALITY CRITERIA AND FURTHER BID CONDITIONS.

- Bids must only be submitted on the bid documentation provided by the municipality.
- A one-envelope system will be followed.

OBTAIN DOCUMENTS:

Bid documents will be available at Makana Local Municipality website at no cost.

Completed bid documents in a sealed envelope, clearly marked with RFQ number and RFQ name of the applicable project must be deposited in the **RFQ BOX** situated at **UPSTAIRS** Makana Local Municipality: Finance Department at 92 High Street Grahamstown not later than the closure dates and times indicated on the table above.

Makana Local Municipality does not bind itself to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid.

All Technical Enquiries are to be directed to **Project Manager:**
Mr. Likhaya Ngandi Lngandi@makana.gov.za Tel: 046 603 6242

All SCM queries are to be directed to Ms. Tabisa Mvane and Mr.
Vuyani Skeyi Tel: 046 603 6222 emails: tmvane@makana.gov.za /
vskeyi@makana.gov.za

Mr. P.M. Kate

Municipal Manager

