



TENDER NOTICE AND INVITATION TO TENDER

Suitably qualified service providers are hereby invited to submit proposals on the following:

Bid No.	Description	Compulsory Site Inspection	Contact Person
8/2/2/31-2011	Proposal for an events management company to coordinate the Mayoral Awards and Council's Inauguration to be held during the first week of June 2011.	Municipal Manager's Boardroom Tuesday, 19 April 2011 @ 09h00	Ms. Collette Esterhuizen Tel:016 450 3227 / 082 673 0439

The employer is the **Sedibeng District Municipality**.

The physical address for collection of tender documents is the office of Sedibeng District Municipality, Third Floor, Cashier's Office, Corner Leslie & Beaconsfield Avenues, and Vereeniging.

(Enquiries: Ms. Sibulele Njongi Tel: 016 450 3036).

Documents may be collected during working hours after **08:30 to 15h30 on Wednesday, 13 April 2011 and during weekdays thereafter.**

A non-refundable tender deposit of **R 100.00** payable by cheque or cash made out in favour of the employer (Sedibeng District Municipality) is required on collection of the tender documents. The closing time for receipt of tender is **12:00 on Friday, 06 May 2011**. Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Tenders, completed as prescribed, shall be sealed in an envelope marked with a Tender No. and Description and be deposited in the **TENDER BOX at Sedibeng District Municipality, Cnr Leslie and Beaconsfield Avenue, Vereeniging. (The tender box is outside the building, ground floor).**

Bidders must take note of the following:

- Bids must only be submitted on the bid

documentation provided by the Sedibeng District Municipality.

- Bids will be evaluated according to the **80/20** preferential points system;
- Persons in the service of the state are not allowed to bid;
- The lowest or any other bid will not necessarily be accepted and the Municipality reserves the right to accept the whole bid or part thereof, or not to accept any bid;
- Late, unsigned, or incomplete bids will be disqualified;
- Bidders are requested to submit **two copies** of the technical proposal and one copy of the financial proposal. Each copy must be clearly marked "**copy**" and "**original**";
- Bidders who are not registered on the supplier database of Sedibeng District Municipality are requested to obtain a **Database Form** at the cashier office OR it can be downloaded at http://www.sedibeng.gov.za/a_tender_docs/20100106_sdm_supp_reg_form.pdf. The form must be submitted together with their proposals;
- Bidders must ensure that the company status is "**In business**" with the Company and Intellectual Property Registration Office (CIPRO).
- **Bidders are requested to read and take note of the "Information to Bidders" attached on the bid document.**

Tenderers should attach a valid Tax Clearance Certificate and Up to date utilities Account Statement. Failure to attach these documents will result to a tender being non-responsive.

Municipal Manager : Yunus Chamda