



MKHONDO
LOCAL MUNICIPALITY

RFQ No. MLM-QUO-18-08-2025

Date of issue	Wednesday, 20 August 2025
Closing date and time	Wednesday, 27 August 2025 at 10H00 <i>(Late quotations will not be considered)</i>
Enquiries	WD Mahlangu
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Request for quotation (RFQ) to decorate a Venue for Women's Day 2025

Mkhondo Local Municipality with its head office in Mkhondo invites reputable and accredited service providers to submit formal written quotations for the items as stated in the below specification.

No.	DESCRIPTION OF GOODS/SERVICES	QUANTITY
01	<p>FULL HOUSE DECORATION FOR WOMEN'S DAY 2025 (WOMEN APPRECIATION EVENT)</p> <p><u>Specification</u></p> <ul style="list-style-type: none"> - Entrance decoration: <ul style="list-style-type: none"> * Welcome Board: Customised signage with event details * Carpet runner: red carpet leading into the hall - Guest Table Decoration: <ul style="list-style-type: none"> * Tablecloths: High-quality linens in theme colours * Centrepieces: Floral * Tableware: Elegant plates, glasses, and cutlery - Photo Booth/Photo Area: <ul style="list-style-type: none"> * Backdrop: Themed or floral backdrop for photos - Theme Colours: <ul style="list-style-type: none"> * To be finalised upon Appointment <p>Note: The decoration must include flooring, square tables (45), and Chairs (450)</p>	1

QUOTATION MUST BE ACCOMPANIED BY THE FOLLOWING MANDATORY DOCUMENTS (BIDDERS THAT FAIL TO SUBMIT DOCUMENTS INDICATED AS COMPULSORY WILL BE DISQUALIFIED):

- Certified copies of all directors' Identity documents- **(Compulsory)**.
- Proof of Company registration certificate (CK) – **(Compulsory)**.
- Valid Tax compliance status pin number issued by SARS – **(Compulsory)**.
- Current (most recent) municipal account (not in arrears for more than 3 months) / lease agreement if renting (signed by both lessor & lessee). Bidders residing in non-billed areas must attach valid proof of residence/letter from Tribal Authority. – **(Compulsory)**.
- Central Supplier Database (CSD Registration Number) - **(Compulsory)**.
- All MBD forms are required to be completed in full and signed - **(Compulsory)**.

EVALUATION CRITERIA

All submissions will be adjudicated in terms of the Mkhondo Local Municipality's Procurement Policy and in terms of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, the Preferential Procurement Regulations 2022 (PPR2022) as well as National Treasury guidelines. The 80/20 Preference Point System will be applicable for this RFQ where 80 points will be allocated for price and 20 points shall be allocated for specific goals. A total of 15 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements and a total of 5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP (Reconstruction and Development Programme).

RULES OF BIDDING/ INSTRUCTIONS

- Council reserves the right to withdraw, re-advertise, to award the bid wholly or partly and not to award the lowest bid offer and to appoint more than one (1) service provider.
- All certified copies of documents cannot be older than three (3) months
- Only suppliers that are registered on the Central Supplier Database will be considered for appointment. Please go to www.csd.gov.za to register before submission of quotations
- Valid formal signed price quotations must be submitted with the document and all prices will be evaluated all-inclusive of costs.
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- Quotes that do not cover the scope or specifications will be disqualified.

NO AWARDS WILL BE MADE TO A PERSONS:

- Who are in the service of the state,
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state,
- Who is an advisor or consultant contracted with the municipality or municipal entity, and;
- Whose company is restricted to do business with the organs of the state.

REGARDS,

MJ MKHONZA
MUNICIPAL MANAGER
MKHONDO LOCAL MUNICIPALITY