



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby requests for quotation from suitably experienced services providers for supply, delivery and installation of VIP marquees, furniture and accessories for Harry Gwala summer cup horse racing festival 2024.

SPECIFICATION

MARQUEES, FURNISHER, ACCESSORIES, ABLUTION FACILITIES

1. VIP SEATING WHITE MARQUEE

- 1x 20m X 30m free standing white marquee with front glass and 2 glass door (Glasses must be clean and monitored), marquee must be white in colour, positioned 1/2 m from floor. **(Marquee must be clean and no clear covers)**
- Modula plastic flooring to cover the entire marquee 20m x 30m.
- 25 sets of modern 5-seater lounge suites (Black, green and white colours) with ottomans or modern coffee tables with Centre pieces.
- 100 tiffany chairs with gold Rim and black padding.
- 10 round / trestle VIP tables with tablecloths, overlays and centre pieces/ or flowers.
- 10 trestle tables with tablecloths for food serving stations.
- Marquee must be fully draped in white and provide chandelier lighting at the roof of the marquee.
- AstroTurf flooring in front of the marquees covering 60m length and 5m width outside the marquees.
- Decoration of external viewing area- create a full garden area covering 5 square meters outside the marquee.
- 45 Outdoor bar type steel chairs and 15 bar tables set and
- 10 outdoor umbrellas with stands.
- 1 X 20m red carpet.
- 20m white picket fence.
- Provide own generator for lighting the marquee.

- 3 x Fire extinguishers must be provided inside the marquee..
- The marquee must have an emergency exit.
- Structural Engineer onsite for marquee inspection and safety certificate will be issued onsite.

2. HORSE OWNERS AND JOCKEYS MARQUEE

- 20M X30M aluminum frame marquee with front glasses and 2 doors panel.
- Modula plastic flooring to cover 20m x 30m inside the marquee.
- Marquee must be fully draped in white colour with lighting inside the marquee (provide own generator)
- 20 round tables with table white tablecloths and centre pieces or floors.
- 16 trestles tables with tablecloths.
- 200 clear tiffany chairs.
- 15 sets of modern 5-seater couches.
- 10 cocktail tables with white cloth and 20 cocktail chairs
- Engineer certificate must be provided after a full inspection.
- 4 x fire extinguishers.
- 3 x VIP His and hers mobile trailer flushable toilets with air fresher per stall and 20 x double ply toilet paper.

3. STALLS:

- 4m x 30m white free-standing marquee to accommodate 30 stalls / food vendors.

4. LEGAL CONSIDERATIONS

- Stability certificates must be providing.
- Normal health practices must be followed in providing food and vetted service provider must be used.
- All service providers must be screened for security reasons and profiles must be provided.
- Lighting inside the marquee with own generators.

NB ALL INFRASTRUCTURE SET UP MUST START FROM 12 NOVEMBER 2024 AT 9:00 AM AND FINISHED BY 16 NOVEMBER 2024 AT 12:00 MIDDAY

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Central Supplier database registration (CSD)
- The following MBD forms must be submitted with all Bids (available on our website and reception). MBD4, MBD6.1, MBD8, MBD9
- Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement/affidavit when your company operates from home or rural area.
- All quotations submitted must have full name(s) of company, registration number, company letterhead.
- ID Copies and company registration

The following conditions will apply:

- Valid tax clearance certificate or SARS pin
- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after the tender closing date.
- Your company must be registered on municipal database and central supplier database.
- 80/20 Preference points system will be used in Evaluation.

Allocation of points for specific goal

Specific goals	Number of points 80/20	Verification
RDP goal with 20 points		
Enterprise Located within KZN province but outside Harry Gwala District Municipality	20	Utilities: directors or Co. affidavit existing lease agreement CSD

CLOSING DATE

The closing date for the bidders is on 9 October 2024 at 12h00. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"VIP MARQUEES** on the outside of the envelopes addressed to **The Municipal Manager**. Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered, and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Mr Musa Dlamini and Miss K Matu** on 039 834 8700 during working hours.



GM SINEKE

Municipal Manager
