



## MPUMALANGA PROVINCIAL LEGISLATURE

### REQUEST FOR QUOTATIONS: TLP 29 February-04 March 2016

Mpumalanga Provincial Legislature will hold its programme of "Taking Legislature to the People" on the week of the 29 February – 04 March 2016. One thousand eight hundred (1800) delegates comprising of Executive Authorities, Members of Provincial Legislature and other dignitaries will be in attendance. The event will take place in Bushbuckridge Municipality, at the Acornhoek Sports Field.

For this event to be a success, several technical infrastructure, goods and services are required. Service providers are hereby called to bid or submit financial and technical proposals/quotations of the required goods and services as per the following brief description and specifications:

#### CATEGORY 1: MARQUEES, CHAIRS AND TABLES

QTY	SERVICES	SPECIFICATIONS
13	<b>Marquees</b>	<ul style="list-style-type: none"> <li>▪ 1 x big white framed marquee (25m x 55m)</li> <li>▪ 1 x white framed marquee (9m x 18m) for the members lounge</li> <li>▪ 1 x white framed marquee (4m x 4m) Speaker's holding room</li> <li>▪ 8 x white tents for registration, petitions desks and serving points</li> <li>▪ 2 x white framed marques for security plus 4 x 4 carpet</li> </ul> <p style="margin-top: 20px;">▪ <b>NB The marquees and all tents must be up on the 26 February 2016</b></p>
1	<b>Sound System</b>	<p>Powerful sound system to accommodate 1 200 people inside the marquee and able to link the digital congress systems.</p> <p>12 x Electro-voice zx5 Loudspeakers + stands</p> <p>1 x Dynacaord powermate 1000 powered mixing console</p> <p>1 x DVD player</p> <p>3 x Vocal front monitors</p> <p>4 x Roaming microphones</p> <p>1 x Radio microphone</p>

# MPUMALANGA PROVINCIAL LEGISLATURE

## REQUEST FOR QUOTATIONS

	<p><b>STAGE</b></p> <p>2 x 3.6m x 16.8m platform @ 250mm</p> <p>1 x 2.4 x 3m @900mm</p> <p>2 x Glass podiums</p> <p>3 x 2 Steps and skirting</p> <p><b>AUDIO VISUALS</b></p> <p>5 x 40 Inch LCD screens + stands</p> <p>1 x Daylight screen</p> <p>3 x Video cameras HD and two camera men</p> <p>1 x Vision mixer</p> <p>1 x Distribution amplifier</p> <p>6 x Recorded DVDs per Sitting (raw) don't edit</p> <p><b>POWER SUPPLY</b></p> <p>80kva generator for back up</p> <p><b>DIGITAL CONGRESS SYSTEM</b></p> <p>4 x Interpretation booths</p> <p>8 x Interpreter desks</p> <p>35 x Delegate microphones plus headphones</p> <p>1x Chairman microphone with an override button</p> <p>Technicians for safekeeping of receivers and equipment</p> <p><b>The sound system must be on site and tested on the 27 February 2016 and tested on the 29<sup>th</sup> February 2016 by 11:00</b></p> <p><b>NB: There must be enough power supply to ensure uninterrupted service</b></p>
--	--

# MPUMALANGA PROVINCIAL LEGISLATURE

## REQUEST FOR QUOTATIONS

1 636	Chairs	<ul style="list-style-type: none"> <li>▪ 1 500 plastic chairs for the main marquee (for the public)</li> <li>▪ 100 plastic chairs for the members lounge</li> <li>▪ 36 soft chairs for the chamber (inside the marquee)</li> </ul> <p><b>NB: Chairs must be on site on 28 February 2016</b></p>
80	Tables	<ul style="list-style-type: none"> <li>▪ 40 rectangular tables for (6 marquees) serving points</li> <li>▪ 10 round tables for the members lounge</li> <li>▪ 30 trestle tables for the chamber</li> </ul> <p><b>NB: Tables Must be on site on 28 February 2016</b></p>

### CATEGORY 2: AIR CONDITIONING SERVICE

QTY	SPECIFICATIONS
13	<ul style="list-style-type: none"> <li>▪ 10 x Air conditioners in the big Marquee</li> <li>▪ 2 x Air conditioners in the members lounge marquee</li> <li>▪ 1 x Air conditioner in the holding room marquee</li> <li>▪ 1 x On site technician</li> </ul> <p><b>NB: Must be delivered and installed by the 28 February 2016</b></p>

### CATEGORY 3: CATERING SERVICE

QTY	SPECIFICATIONS
PUBLIC	<ul style="list-style-type: none"> <li>▪ Catering for guests</li> <li>▪ The proposed menu is: 2 x starch (rice, pap) 2x protein (beef stew and grilled chicken), 1 salad (beetroot or 3-bean) and 1 vegetable (butternut or spinach), gravy</li> <li>▪ Food warmers (each warmer allocated to a waiter)</li> <li>▪ 100 disposable plates &amp; cutlery</li> <li>▪ Serviettes per caterer</li> <li>▪ Tooth picks</li> </ul>
VIP	<ul style="list-style-type: none"> <li>▪ Catering for VIP guests</li> <li>▪ 2 x starch (pap and rice or pap and stamp), 2 x protein (beef stew and grilled</li> </ul>

# MPUMALANGA PROVINCIAL LEGISLATURE

## REQUEST FOR QUOTATIONS

	chicken or fish), 2 x salad (beetroot and 3 bean salad), 2 x vegetables (butternut and spinach), malva pudding and custard or fruit salad) <ul style="list-style-type: none"> <li>▪ Serviettes</li> <li>▪ Tooth picks</li> </ul>
--	--

### CATEGORY 4: MOBILE TOILETS

QTY	SPECIFICATIONS
9	<ul style="list-style-type: none"> <li>▪ 6 x Mobile Plastic Flushable toilets Tissue papers for the duration of the event</li> <li>▪ 2 x Trolley VIP toilets Inside mirrors, air fresheners &amp; two ply toilet papers for the duration of the event</li> <li>▪ 1 x Toilets for people with disabilities toilet papers for the duration of the event</li> <li>▪ Service provider will be expected to clean the toilets on hourly intervals and to maintain a daily register</li> </ul> <p><b>NB: Mobile toilets must be delivered by the 28 February 2016</b></p>

### CATEGORY 5: CLEANING SERVICE

QTY	SPECIFICATIONS
13 Marquees & surrounding areas	<ul style="list-style-type: none"> <li>▪ Cleaning service to be conducted at the following areas:</li> <li>▪ 1 x Big white framed marquee (25m x 55m)</li> <li>▪ 1 x White framed marquee (9m x 18m)</li> <li>▪ 1 x White framed marquee (4m x 4m)</li> <li>▪ 8 x White tents for registration, petitions desks and serving points</li> <li>▪ 2 x White framed marques for security plus 4 x 4 carpet</li> <li>▪ All surrounding areas of the venue/ stadium</li> </ul> <p>Cleaning services is required from the 29 February – 04 March 2016</p> <p><b>NB: Service provider is expected to provide black plastic bags</b></p>
Barricades	100m barricade/ split fence

# MPUMALANGA PROVINCIAL LEGISLATURE

## REQUEST FOR QUOTATIONS

**CATEGORY 6: SUPPLY OF MOBILE FREEZER**

QTY	SPECIFICATIONS
2	Mobile Freezers

**CATEGORY 7: DECORATION**

QTY	SPECIFICATIONS
	<p><b>CHAMBER</b></p> <p>36 x Chair covers</p> <p>22 x Chamber table cloths</p> <p>100 x White chair covers</p> <p>6 x Spotlights</p> <p><b>HOLDING ROOM</b></p> <p>3 X Couches, coffee table and center mat</p> <p><b>MEMBERS' LOUNGE</b></p> <p>Chair covers</p> <p>Table cloths for round tables</p> <p>Table cloths for square tables</p> <p>The items will be required for 4 days</p>



# MPUMALANGA PROVINCIAL LEGISLATURE

## REQUEST FOR QUOTATIONS

### CATEGORY 8: PROMOTIONAL MATERIAL

QTY	SPECIFICATIONS
6 000	<p><b>T-SHIRTS</b></p> <p><b>Description:</b> 145 gram</p> <p><b>Colour:</b> gold</p> <p><b>Type:</b> round neck</p> <p><b>Size:</b> 500 x S, 500 x M, 500 x XXL, 2 000 XX L, 2 500 x L</p> <p><b>Branding:</b> the t-shirts must be printed with Legislature logo with the wording "Taking Legislature to the People"</p> <p><b>Delivery is expected on the 28 February 2016</b></p>

### EVALUATION CRITERIA

#### Evaluation criteria on functionality

- Responsive bids will first be evaluated on functionality and bids that score more than 60% of the 100 points will be evaluated further on price and preference.
- Bids that score less than the minimum threshold of 60 points will automatically be disqualified.

Criteria	Means of verification	Points
<p><b>Experience</b></p> <p>Copy of relevant appointment letters or purchase order NOT older than three years.</p> <p><b>Affidavit will not be accepted.</b></p>	Appoint letters and orders	45
<p><b>Location</b></p> <p>Copy of confirmation in the form of utility accounts (not older than 3 months) from supplier that indicates, physical address and contact details</p>	Within Mpumalanga Province	5
	Within Bohlabela District	10
	Within Bushbuckridge Local Municipality	40
<b>TOTAL</b>		<b>100</b>

Service providers should note that **ONLY** substantively responsive quotations will be subjected to evaluation. This means that quotations should be accompanied by the following **mandatory documents**:

# MPUMALANGA PROVINCIAL LEGISLATURE

## REQUEST FOR QUOTATIONS

1. Originally certified copies of company registration certificate
2. Original valid tax clearance certificate
3. Company profile, outlining relevant experience and contactable references
4. Health certificate/ letter of acceptance from municipality (where applicable)
5. B-BBEE certificate
6. SBD Forms

**NB:** Service providers will be subjected to the vetting processes.

Pre-evaluation screening will be based on the mandatory submitted documents mentioned above. Failure to comply is an automatic disqualification and will not be considered any further.

### Notes:

- It is expected that all the required infrastructure and services to the venue are completed by the evening on the 28 February 2016. Installed items must be removed after 16h00 on 04 March 2016.
- On completion of erecting marquees, the service provider shall provide an engineer or structural certificate from qualified and registered bodies.
- The service providers are responsible for the security of their equipment from the date of installation until the date of removal. The Legislature will not be held responsible for the loss and damages of their equipment.
- Where a technical item/service is provided, an on-site technician shall be required on site for the duration of the event.
- Only qualified electricians shall be allowed to work on electrical installations and a certificate of completion shall be issued for all completed electrical installations prior to the event and all services shall comply with the Occupation Health and Safety Regulation Act.
- At the end of the event the service providers shall be responsible for the complete removal of all infrastructure and equipment. Any resultant damage to the existing property shall be repaired by the service providers at **NO** additional cost to the Legislature.
- All costs, whether direct or indirect (e.g. materials, labour, traveling, accommodation, meals etc.), shall be included in the submitted quotation price.



# MPUMALANGA PROVINCIAL LEGISLATURE

## REQUEST FOR QUOTATIONS

- The principle of one job per service provider will apply.

~~APPROVED/NOT APPROVED/COMMENTS~~

---

---

---



MR. L. J. MWALE  
SECRETARY TO THE LEGISLATURE

18/1/2016  
DATE