

# MPUMALANGA PROVINCIAL LEGISLATURE

## REQUEST FOR QUOTATIONS

Mpumalanga Provincial Legislature will hold its programme of “Taking Legislature to the People” on the week of the 02 – 06 March 2015. 1000 delegates comprising of Executive Authorities, Members of Provincial Legislature and other dignitaries will be in attendance. The event will take place at Emalahleni Local Municipality.

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	Marquees	<ul style="list-style-type: none"> <li>▪ 1 big white framed marquee (20m x 70m or equivalent)</li> <li>▪ 1 x white framed marquee (9m x 18m) for the members lounge</li> <li>▪ 3 x white marquee (6m x 6m) for (registration, public petitions and security)</li> <li>▪ 1 white framed marquee Speaker’s holding room</li> <li>▪ 1 x white marquee (3m x 4m) for ablution facilities</li> <li>▪ 6 x white marquees (6m x 12m ) for serving points</li> </ul> <p><b>NB The marquee must be up on the 28 February 2015</b></p>
1256	Chairs	<ul style="list-style-type: none"> <li>▪ 1000 plastic chairs for the chamber</li> <li>▪ 100 plastic chairs for the members lounge</li> <li>▪ 120 plastic chairs for serving points</li> <li>▪ 36 soft chairs for the chamber area</li> </ul> <p><b>NB: Chairs must be in place on the 01 March 2015</b></p>
96	Tables	<ul style="list-style-type: none"> <li>▪ 56 rectangular tables for 6 marquees and 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 in place on the 01 March 2015</b></p>

**CATEGORY 2: AIR CONDITIONING SERVICE**

QTY	SPECIFICATIONS
17	<ul style="list-style-type: none"> <li>▪ Air condition system (11 in the big Marquee),</li> <li>▪ (1 in the security entrance of the main marquee)</li> <li>▪ (4 in the members lounge marquee) and</li> <li>▪ (1 in the holding room marquee)</li> <li>▪ Generator to power air conditioning for the duration of the event</li> <li>▪ On site technician</li> <li>▪ Air conditioning must be operated directly from the generator.</li> </ul> <p><b>NB: Must be delivered and installed by the 1 March 2015</b></p>

**CATEGORY 3: CATERING SERVICE**

QTY	SPECIFICATIONS
12 service providers	<ul style="list-style-type: none"> <li>▪ Catering for 100 guests</li> <li>▪ The proposed menu is: Rice, pap, beef stew, grilled chicken, or fish, 2 types of vegetables( Spinach &amp; Pumpkin), gravy, 1 salad</li> <li>▪ Food warmers (each warmer allocated to a waiter)</li> <li>▪ Assorted fruits</li> <li>▪ 100 disposable plates &amp; cutlery</li> <li>▪ Serviettes per caterer</li> <li>▪ Tooth picks</li> </ul> <p><u>NB</u>: 14 service providers will be appointed in this category</p>

**CATEGORY 4: MOBILE TOILETS**

QTY	SPECIFICATIONS
17	<ul style="list-style-type: none"> <li>▪ 10 mobile toilets Tissue papers for the duration of the event</li> <li>▪ 5 trolley VIP toilets Inside mirrors, air fresheners &amp; two ply toilet papers for the duration of the event</li> <li>▪ 2 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 register kept every day.</li> </ul> <p><b>NB: Mobile toilets must be delivered by the 01 March 2015</b></p>

**CATEGORY 5: CLEANING SERVICE**

QTY	SPECIFICATIONS
<b>13</b> <b>Marquees &amp; surrounding areas</b>	<ul style="list-style-type: none"><li>▪ Cleaning service to be conducted at the following areas:<ul style="list-style-type: none"><li>▪ 1 big marquee including cleaning the carpet,</li><li>▪ 11 small marquees</li><li>▪ 1 marquee for members lounge including carpet</li><li>▪ All surrounding areas of the venue/ stadium</li></ul></li></ul> <p>Cleaning is expected to be conducted from Monday the 02 – 06 March 2015</p> <p><b>NB:</b> Service provider is expected to provide black plastic bags</p>

**CATEGORY 5: SUPPLY OF MOBILE FREEZER, WATER AND SOFT DRINKS**

QTY	SPECIFICATIONS
<b>9000</b>	500ml bottle of valpre water
<b>6000</b>	300ml can of assorted soft drinks
<b>1000</b>	330 ml can assorted juice
<b>200</b>	275ml bottle of red grapetiser
<b>200</b>	275ml bottle of white grapetiser
	<p><b>NB: First delivery is expected on the 02 March 2015.</b></p>

## EVALUATION CRITERIA

### Evaluation criteria on functionality

Criteria	Means of verification	Points
<ul style="list-style-type: none"> <li>▪ Experience</li> </ul>	Copy of relevant appointment letters or purchases order NOT older than three years. Affidavit will not be accepted	50
<ul style="list-style-type: none"> <li>▪ Letter of confirmation to supply the required service as per specifications from the supplier (e.g. catering equipment, mobile toilets, cleaning equipment, marquees &amp; others)</li> </ul>	Copy of confirmation letter from supplier that indicates, physical address, telephone numbers and fax	50
<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 documents:

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

**NB:** Service providers will be subject to vetting processes.

Pre evaluation screening will be based on the mandatory submitted documents (e.g. original tax clearance certificate). Failure to comply is an automatic disqualification and will not be considered any further.

#### Notes:

- It is expected that all of the required infrastructure and services to the venue are completed by the evening on the 28 February 2015. Installed items may only be removed after the 16H00 on 06 March 2015.
- On completion of erecting marquees, the service provider shall prove an engineer or structural certificate from qualified and registered bodies.
- The service provider is 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 supplied, an on-site Technician shall be in attendance during the complete 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.
- On completion of the event the Service Provider 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 provider and **NO** additional cost to the Legislature.
- All cost, whether direct or indirect (e.g. materials, labor, traveling, accommodation, meals etc.) shall be included within the submitted quotation price.
- The principle of one job category per service provider will apply

**CLOSING DATE FOR SUBMISSIONS IS 30 JANUARY 2015 AT 16H00. PROPOSALS CAN BE DROPPED OR SUBMITTED AT (EMALAHLENI MUNICIPALITY to be confirmed) OR LEGISLATURE SATELLITE OFFICES, NO.3 BOULEVARD STREET, RIVERSIDE PARK, NELSPRUIT OR POSTED TO PRIVATE BAG X 11289, NELSPRUIT, 1200.**