

SUPPLY CHAIN MANAGEMENT UNIT
CORPORATE PROCUREMENT BRANCH
OLD FORT PLACE
DURBAN

30 May 2018

CONTRACT ADVERT

Contract Number: 7P - 38979

Tender Closing: 06 June BEFORE 11:00 AM AT CORPORATE PROCUREMENT BUILDING, ARCHIE GUMEDE PLACE (FORMER OLD FORT PLACE, DURBAN, 4001 (NOT ANY OTHER MUNICIPAL BUILDING)

Compulsory Briefing Session: No Briefing Session

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF FULL DAY VENUE HIRE AND LUNCH FOR MENS SEMINAR ON 29 JUNE 2018 FOR 300 DELEGATES

1. SCOPE OF WORK

Request for Quotations for the Appointment of a Service Provider for the Provision of Full Day Venue Hire and Lunch for Mens Seminar on 29 June 2018 For 300 Delegates

2. SET UP:

- 3.1) Setup and Cleaning up of venue
- 3.2) **AV, Sound, Screen, Main Table Setup and Stage** for Presenters,
- 3.3) **Parking** for EtheKwini staff.

3. EVALUATION CRITERIA

- ✓ Tenderers must be the owners of the property, no appointment will be made for leased properties (proof required)
- ✓ Venue inspection will be done on evaluation.

4. MANDATORY REQUIREMENT

- ✓ Service providers must be registered on CSD at time of tender and on the EThekwini vendor portal at the time of award. Bidders who do not comply with this requirement will be disqualified.
- ✓ Service providers to attach a valid Tax Clearance Certificate & BBBEE Certificate to their quotations.

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