



**REQUEST FOR BIDS:
TAKING LEGISLATURE TO THE PEOPLE
12 – 16 March 2018
eMalahleni Local Municipality**

**RFP2017/MPL/12/01
RFP2017/MPL/12/02
RFQ2017/MPL/12/03
RFQ2017/MPL/12/04
RFQ2017/MPL/12/05
RFQ2017/MPL/12/06**

**RFQ2017/MPL/12/07
RFQ2017/MPL/12/08
RFQ2017/MPL/12/09
RFQ2017/MPL/12/10
RFQ2017/MPL/12/11**

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BACKGROUND

Mpumalanga Provincial Legislature will hold its programme of "Taking Legislature to the People" on the week of 12 – 16 March 2018. One thousand five hundred (1500) delegates comprising of Executive Authorities, Members of Provincial Legislature, other dignitaries and members of the public will be in attendance. The event will take place in 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: RFQ2017/MPL/12/01: MARQUEES, PLASTIC FLOORING AND CARPET

QTY	SERVICES	SPECIFICATIONS
20	Marquees	<ul style="list-style-type: none"> ▪ 1 x big white framed marquee (25m x 70m) with 3 lockable doors and plastic flooring ▪ 1 x white framed marquee (12m x 24m) for the members lounge and plastic flooring ▪ 2 x white framed marquee (9m x 18m) for staff and SAPS catering and plastic flooring ▪ 1 x white framed marquee (4m x 4m) Speaker's holding room and plastic flooring ▪ 6 x white framed marquees (4m x 4m) for the serving points ▪ 1 x white framed marquee (8m x 12m) for the serving points for senior citizens ▪ 1 x white framed marquee (4m x 8m) for registration ▪ 1 x white framed marquee (4m x 4m) for Petitions ▪ 3 x white framed marques (4m x 4m) for security and VOC plus 4 x 4 carpet and plastic flooring ▪ 2 x (4m x 4m) for the Chairperson of Committees and Secretariat plus plastic flooring ▪ 1 x (4m x 8m) for the operation centre ▪ 12 x Flood lights ▪ Green Carpet for chamber area, members' lounge and Speaker's

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		<p>holding room</p> <ul style="list-style-type: none"> ▪ NB The marquees and all framed marquees must be up on 09 March 2018.
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CATEGORY 2: RFQ2017/MPL/12/02: SOUND SYSTEM, STAGE, AUDIO VISUAL, POWER SUPPLY AND DIGITAL CONGRESS SYSTEM

QTY	SERVICES	SPECIFICATIONS
1	Sound System	<p>Powerful sound system to accommodate 1 500 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 Roving microphones</p> <p>1 x Radio microphone</p> <p>STAGE</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>Guard rails on steps</p> <p>AUDIO VISUALS</p> <p>8 x 40 Inch LCD screens + stands</p> <p>1 x Daylight screen</p> <p>3 x Manned video cameras (HD) for the main venue and two (2) camera</p>

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		<p>men for the site visits</p> <p>1 x Vision mixer</p> <p>1 x Distribution amplifier</p> <p>8 x Recorded DVDs per Sitting (raw) don't edit</p> <p>2 X Both digital and video recordings per Cluster Committee Oversight visit (raw)</p> <p>3 x Ready to Broadcast DVDs (edited on a daily basis)</p> <p>POWER SUPPLY</p> <p>80kva generator with cabling for the duration of the event</p> <p>DIGITAL CONGRESS SYSTEM</p> <p>6 x Interpretation booths</p> <p>6 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>All equipment must be on site and tested on 10 March 2018.</p> <p>NB: There must be enough power supply to ensure uninterrupted service</p>
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CATEGORY 3: RFQ2017/MPL/12/03: CHAIRS AND TABLES

QTY	SERVICES	SPECIFICATIONS
1 720	Chairs	<ul style="list-style-type: none"> ▪ 1 500 plastic chairs for the main marquee (for the public, support staff and Councilors) ▪ 120 plastic chairs for the members' lounge ▪ 60 chairs for staff dining area ▪ 40 cushioned chairs for the chamber (inside the marquee) <p>NB: Chairs must be on site on 9 March 2018</p>

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134	Tables	<ul style="list-style-type: none">▪ 50 trestle tables for (6 marquees) serving points▪ 12 round tables for the members lounge▪ 20 trestle tables for 40 people▪ 46 conference (rectangular)tables in the chamber▪ 6 round tables for staff dining area <p>NB: Tables Must be on site on 9 March 2018</p>
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CATEGORY 4: RFQ2017/MPL/12/04: AIR CONDITIONING SERVICE

QTY	SPECIFICATIONS
23	<ul style="list-style-type: none">▪ 12 x Air conditioners in the big Marquee (18 000 BTU)▪ 2 x Air conditioners in the members lounge marquee (18 000 BTU)▪ 1 x Air conditioner in the holding room marquee (18 000 BTU)▪ 2 x Air conditioners to cool the scanners (18 000 BTU)▪ 2 x Air conditioners in the staff marquee (18 000 BTU)▪ 4 x Air conditioners in the Committee of Chairpersons, Secretariat, SAPS and VOC marquees(18 000 BTU)▪ 1 x Generator to power all air conditioners (cabling enabling air conditioning to be placed on both sides)▪ 1 x On site technician <p>NB: Must be delivered and installed by 9 March 2018</p>

CATEGORY 5: RFQ2017/MPL/12/05: CATERING SERVICE

QTY	SPECIFICATIONS
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<p>PUBLIC</p>	<ul style="list-style-type: none"> ▪ Catering for 150 guests per day ▪ 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 ▪ Food warmers (each warmer allocated to a waiter) ▪ 150 disposable plates & cutlery ▪ Serviettes per caterer ▪ Tooth picks wrapped
<p>VIP</p>	<ul style="list-style-type: none"> ▪ Catering for 150 VIP guests ▪ 2 x starch (pap and rice or pap and samp), 2 x protein (beef stew and grilled chicken or fish), 2 x salad (beetroot and 3 bean salad), 2 x vegetables (butternut and spinach), malva pudding and custard or fruit salad ▪ Serviettes ▪ Tooth picks wrapped ▪ Morning refreshments: Tea (Rooibos, Green tea, five roses) Coffee: (Jacobs, Nescafe gold) Scones, muffins, Condiments: (honey, sugar, sweeteners, fresh milk)
<p>Staff and SAPS Catering</p>	<ul style="list-style-type: none"> ▪ Catering for 200 (SAPS) ▪ Catering for 150 support staff (including dept. officials) ▪ 2 x starch (pap and rice or pap and samp), 2 x protein (beef stew and grilled chicken or fish), 2 x salad (beetroot and 3 bean salad), 2 x vegetables (butternut and spinach), ▪ Serviettes ▪ Tooth picks wrapped ▪ 200 Foam plates <p>NB: All caterers will be expected to cooperate with the Environmental Health Practitioners</p>

CATEGORY 6: RFQ2017/MPL/12/06: MOBILE TOILETS

QTY	SPECIFICATIONS
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18	<ul style="list-style-type: none"> ▪ 10 x Mobile Plastic Flushable toilets for public Toilet papers for the duration of the event ▪ 2 x Trolley VVIP toilets with a shield for MPLs Inside mirrors, air fresheners & 2 ply toilet papers for the duration of the event ▪ 2 x Trolley VVIP toilets for support staff Inside mirrors, air fresheners & 2 ply toilet papers for the duration of the event ▪ 2 x Toilets for people with disabilities Toilet papers for the duration of the event ▪ 2 x Mobile Plastic Flushable toilets for exhibition area Tissue papers for the duration of the event ▪ Service provider will be expected to clean the toilets on an hourly interval and to maintain a daily register <p>NB: Mobile toilets must be delivered by 9 March 2018</p>
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CATEGORY 7: RFQ2017/MPL/12/07: CLEANING SERVICE

QTY	SPECIFICATIONS
20 Marquees & surrounding areas	<p>Cleaning service to be conducted at the following areas:</p> <ul style="list-style-type: none"> ▪ 1 x Big white framed marquee (25m x 55m) ▪ 1 x White framed marquee (12m x 24m) ▪ 2 x White framed marquee (9mx18m) for staff and SAPS catering ▪ 1 x White framed marquee (4m x 4m) ▪ 6 x white framed marquees (4m x 4m) for the serving points ▪ 1 x white framed marquee (8m x 12m) for the serving points for senior citizens ▪ 1 x white framed marquee (4m x 8m) for registration ▪ 1 x white framed marquee (4m x 4m) ▪ 3 x White framed marques (4m x 4m) for security and VOC plus 4 x 4 carpet ▪ 2 x (4m x 4m) for the Chairperson of Committees and Secretariat ▪ 1 x (4m x 8m) for the operation centre <p>All surrounding areas of the venue/ stadium. Cleaning services is required from 12 - 16 March 2018. It will be expected that the service provider cleans all areas after each and every session/event.</p>

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NB: Service provider is expected to provide black plastic bags and ensure that refuse are removed on a daily basis

CATEGORY 8: RFQ2017/MPL/12/08: SUPPLY OF MOBILE FREEZER AND ICE

QTY	SPECIFICATIONS
3	3 x Trailer Mobile Freezers with padlocks and include extension cords 15 x Ice per day

CATEGORY 9: RFQ2017/MPL/12/09: DECORATION

QTY	SPECIFICATIONS
	<p>Colour themes: White, dark brown and gold</p> <p>CHAMBER</p> <p>40 x Chair covers 22 x table cloths 100 x White chair covers</p> <p>HOLDING ROOM</p> <p>2 X 2 seated leather black or dark brown couches 2 X 1 seated leather black or dark brown couches, 2 x low round coffee table 1 x centre mat</p> <p>MEMBERS' LOUNGE (Same provision in marquee for staff catering)</p> <p>130 x Chair covers 12 x Table cloths for round tables 6 x Table cloths for rectangular tables</p> <p>These items will be required for 4 days</p>

CATEGORY 11: RFQ2017/MPL/12/11: CROWD BARRIERS

Barricades	1.8m x 3m and 2.5m x 3mbarricade/split fence (quote per square meter)
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EVALUATION CRITERIA

(a) 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
Experience Copy of relevant appointment letters or purchase order NOT older than three years. Affidavit will not be accepted.	Appointment letters and orders	45
Location Copy of confirmation in the form of utility accounts (not older than 3 months) from supplier that indicates, physical address and contact details	Within Mpumalanga Province	5
	Within District	10
	Within eMalahleni Local Municipality	40
TOTAL		100

(b) Evaluation criteria on price and preference

Bids will be evaluated and adjudicated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) Act no 5 of 2000 using the **80/20** point system.

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. Original/certified copies of company registration certificate
2. Original valid tax clearance certificate (not expiring in the next 3 months)
3. Company profile, outlining relevant experience and contactable references
4. Proof of residence not older than 3 (three) months
5. Original/certified B-BBEE certificate
6. SBD Forms;
7. SBD 6.2 form and Annexure C (Applicable to designated sector products eg;. t/shirts)
8. Fingerprints on South African Police Service 91(a) form;

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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 10 March 2018. Installed items must be removed after 16h00 on 16 March 2018.
- On completion of erecting the stage and 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 the 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.
- The service provider shall provide third party liability cover for injury or death due to equipment malfunction.



Mr LJ Mwale
Secretary to the Legislature

15/12/2017
Date