



# MANTSOPA

## MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa )  
(As from 6 December 2000)

### Head office

Private Bag X11 or  
P.O. Box 64  
**LADYBRAND**  
9745

38 Joubert Street  
**LADYBRAND**  
9745

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✓

P.O. Box 24  
**EXCELSIOR**  
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 5  
**HOBHOUSE**  
9740

Tel: 051-9640012

Hobhouse Way 177

**THABA PATCHOA**  
9771

Tel: 051-9640012

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File no.:

Contact Person: Khotso Pharoe

**06 August 2015**

### **INVITATION FOR QUOTATIONS – HIRING OF MARQUEE FOR 7000 PEOPLE INCLUDING 25 MOBILE TOILETS FOR MINISTERIAL OUT REACH (DEPARTMENT OF WOMEN) ON 22 AUGUST 2015**

Quotations are hereby invited from service providers for hiring of Marquee for 7 000 People including 25 Mobile Toilets and 7 000 Covered Chairs.

Find attached Specifications on the Annexure A

Yours faithfully

All correspondence to be addressed to the Municipal Manager

**SM SELEPE  
MUNICIPAL MANAGER**

**GENERAL CONDITIONS**

All quotations must comply with the following conditions:

1. Item must be fully described.
2. Price for items must include VAT
3. Indication of whether price is firm or not firm.
4. Quotations must be valid for a minimum period of 30 days.
5. Delivery period must be indicated and show whether it is firm or not firm.
6. Quotation must be signed by a duly authorized person. **No faxed quotation**
7. An original tax clearance certificate must be attached. No quotation will, however be awarded to bidders who have failed to submit the original tax clearance certificate.
8. The 80/20 adjudication system will be applicable, where 80 points, will be allocated for price and 20 points, will be allocated for B-BBEE Status Level Verification
9. **No quotations will be considered from persons in the Service/Employment of the state/government.**
10. **The bidder must be on the accredited supplier database of Mantsopa Local Municipality.**
11. **Public Liability of twenty millions (R20 000 000.00) is required and is compulsory**
12. The successful supplier will be the one who scores the highest points.

**Enquiries on Specification: Mr. KD Pharoe**

**Notes**

**Quotations must be submitted and delivered at Tender Box , at 38 Joubert Street, Ladybrand 9745, on or before 17 August 2015 @12h00 the envelope must be sealed and clearly marked **HIRING OF MARQUEE FOR MINISTERIAL EVENT (DEPARTMENT OF WOMEN) ON 22 AUGUST 2015** quoting reference number SCM- DOW - 03/15/16**

Yours faithfully

  
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**SM SELEPE**  
**MUNICIPAL MANAGER**

DATE: 06/08/15

<b>Event Marquee Specifications</b>	<b>Quantity</b>
Two 25 m x 100 m size Aluminium Frame Marquee for 7000 people cinema seated	2
Flooring for Tent approximately 5 m from the 3 sides of the stages (Hard Plastic)	
10m x 5m Stage, with immaculate, slim Podium (need to accommodate 4 trestle and podium)	1
Stage Requirement: Disable friendly – Ramp and Rail	
Hire of: Trestle Tables and cloths (For Stage)	4
6m x 5m Stage (for the entertainment) Stage Requirement: Disable friendly – Ramp and Rail	1
Hire of: Chairs – White Plastic (Sturdy) – Must be delivered, packed in cinema style	7000
Front Row Chair covers with reserved signage	50
Draping for Tent: Approx. 35 meter area and stages area (Colour to be confirmed with the appointed service provider)	1
Standing Aircon for hot/cold air( please note weather will be 21 degree)	6
Lights for the tent	(standard)
Adequate Fire Extinguishers	(standard)



## Specifications – Department of Women

22 August 2015

Emergency Exit signs	(standard)	
Engineer's structural Certificate	(standard)	
Mobile Toilets: VIP ( include cleaning and double ply tissues) - include someone to clean the toilets	2	
Mobile Toilets: VIP (Disable Friendly)	1	
Standard Toilets for beneficiaries (kindly include someone to maintain a hygienic environment)	15	
Disability friendly toilets for the beneficiaries	5	
Delivery/Erection/Collection and labour		
<b>VIP Lunch Area</b>		
10 m x 25 m size Aluminium Frame Marquee for 200 VIP	1	
Hire of: Chairs – White Plastic (Sturdy) – Must be delivered, packed and collected	200	
Chair Covers and tie backs for above	200	
Hire of round tables – Must be delivered, packed and collected	20	
Table cloth (floor length) and centre pieces	20	
Décor and full draping of the hall	1	
Mobile Toilets: VIP ( include cleaning and double ply tissues)	1	
	normal	
	1	
	disability friendly	