



ADVERTISEMENT

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
17 April 2023	Mrs.N Baleni-Gxumisa 079 890 4517	PSJLM-2022/23 Ref 41	24 – 04 - 2023 @11:00 AM

Appointment of an event organiser and logistical support for River Mountain Run to be held on 27 April 2023

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Appointment of an event organiser for River Mountain Run to be held on 27 April 2023**

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O. Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **24 April 2023 at 11h00 AM.**

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, where 20 points will be for a specific goal and 80 points will be for price.
- The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Attach a detailed Central Supplier Database report and **Fill in New MBD 1, MBD 4, MBD 6.1, MBD 7.2, MBD 8, MBD9 and must be submitted with the quotation (obtainable on Municipal Website)**
- Attach Rates clearance statement of a company or its directors which is not older than 90 days obtained from your respective Municipality or valid signed lease agreement by both parties Lessee and Lessor. If exempted, please attach letter of exemption from your respective Municipality's revenue office to prove that the bidder as per the Municipality's valuation roll does not own any property which is not older than 90 days
- Attach Compliance Tax Pin for verification on SARS website

Failure to comply with these conditions will invalidate your offer.

Evaluation Criteria for this procurement will be as follows:

Price = 80
Youth and Co-operatives = 20



Youth = 10 (Attach certified copy an ID this will also be verified on CSD)
Co-Operatives = 10 (Attach certified copies of IDs to attain points this will also be verified on CSD)

Pre – requisite for Bidders to be evaluated for Functionality Assessment

Bidders must attach Bank Guarantee – Bank rating letter which is stamped and signed it must be on the letter head of the bank with bank rating from A – G OR Attach letter from Accredited Registered Financial Institutions assisting SMME's with Finances the letter must be signed and stamped. (Failure to attach will lead to disqualification)

SCOPE OF WORK FOR PROVISION OF EVENT MANAGEMENT AND LOGISTICAL SUPPORT TO THE PORT ST JOHNS MUNICIPAL RIVER MOUNTAIN RUN

Venue : Port St Johns Municipal Sports Ground

Date : 27th April 2023

Theme: Rethinking Tourism-Opportunities Await.

OBJECTIVE

To procure the services of an event organizer to assist the Port St Johns Municipality River Mountain Run Technical Committee in planning, coordinating, and ensuring professional and efficient hosting of the River Mountain Run.

SCOPE OF WORK

The successful event (in this case, run/marathon) organiser will have responsibility for preparation and management of all logistical issues and arrangements related to hosting a successful and professional Port St Johns River Mountain Run. Working closely with Port St Johns Municipality, the consultant will be responsible for all disbursements related to the run and also ensure availability of an efficient secretariat and clerical/administrative support. detailed Specifications for the services and tasks/deliverables being requested under this consignment include:

SCOPE OF WORK FOR PROVISION OF EVENT MANAGEMENT AND LOGISTICAL SUPPORT TO THE PORT ST JOHNS MUNICIPAL RIVER MOUNTAIN RUN

- a) Provision of a "START & FINISH" banner
- b) Development of race numbers
- c) Assist in development of regular report/update, throughout the run period, to the Event Committee members.
- d) Ensure that all contacts and actions taken with suppliers are noted and communicated to Port St Johns Municipality for approval.
- e) Establish with Port St Johns River Mountain Run committee the list of participants
- f) Arrange and manage participants' registration Prepare and maintain participants register (with relevant contact details)

Financial breakdown of Disbursements related to the River Mountain Run is as follows:



ACTIVITY	RECIPIENT	AMOUNT IN RANDS
Prizes :21km	Winners	35 200.00
10km		22 400.00
05km		0.00
ATTRA race registration fees	PSJ Athletics Club	10 000.00
Event Marshalls	X 25 Marshalls @ R200 ea	5000.00
Advisory services	Port St Johns Tourism forum	10 000.00
Celebrity Runner accommodation, travel fees and meals		30 000.00
	Total	R 109 900.00

FUNCTIONALITY ASSESSMENT

(Max = 50 points) Bidders must score a minimum of 35 points in order to be evaluated further for Price

FUNCTIONALITY DESCRIPTION	Points Allocated	Maximum Points
<p><u>Capacity</u></p> <ul style="list-style-type: none"> • Event Organiser – should have at least a ND in Communication, Journalism, Public Relation or Business-related degree with a minimum of 05 years' experience in a private or public organization. <p>(Attach certified copies of qualifications with original stamp not older than 3 months)</p>	20 Points	20
<p><u>Company Experience</u></p> <p>A proven track record of having organized an event of international standards (references and contact persons will be required) Attach 2 Letters of appointment with reference letters on event organizing of Value above R 100 000.00 from any Institution.</p>	10 Points	20
<p><u>Methodology</u></p> <p>A detailed plan on how the event will be organized according to the above stated terms of reference.</p>	10 Points	10
	TOTAL	50

Special Condition of Contract

Appointed Service Provider is required to pay the Recipients as per the above stated amounts.



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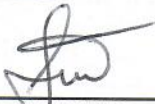
Enquiries regarding the specification kindly call Ms Rubela on 072 033 4824

Recommended by



Mr S. Xuku
Senoir Manager – Local Economic Development

ISSUED BY



MR M. FIHLANI
MUNICIPAL MANAGER

DATE