**NEWCASTLE MUNICIPALITY**

**OFFICE OF THE MUNICIPAL MANAGER**

The Newcastle Municipality hereby invites quotations for the below – mentioned requirement, subject to Council’s Supply Chain Management Policy:

**Bid No A186-2014-15: Provision of Accommodation and Conference Facility around Johannesburg Area**

The following conditions will apply:

1. Price(s) quoted must be firm and must be inclusive of VAT.
2. An original Valid Tax Clearance Certificate must be submitted with the tender on or before the closing time and date of the tender.
3. A certified copy of the company registration certificate must be submitted with the tender on or before the closing time and date of the Tender.
4. A Joint Venture Agreement, where applicable, which has been properly signed by all parties must be submitted.
5. The tender must comply with the requirements of the tender and technical specifications.
6. No contract shall be concluded with any bidder whose tax matters are not in order, prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
7. The bid will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000)

**ELIGEBILITY**

* Tenderer must be the owner or lease of the conference and accommodation facility to be provided
* A minimum of 4 star accommodation facility with secured parking for +75 delegates not sharing
* Conference facility must accommodate +75 delegates
* Conference facility must be within a walking distance from accommodation of delegates
* Conference facility seating arrangement must U shape or have a flexibility for U shape seating
* Tenderer must submit full details of the facility proposed to be provided.
* Tenderer must have successfully hosted a conference, of a similar nature and size
* Both facilities should have an emergency power supply system

The quotations will be adjudicated in terms of the Preferential Procurement Policy Framework Act, 5/2000 and other applicable legislations. The Council reserves the right to accept all, some, or none of the tenders submitted, either wholly or in part and it is not obliged to accept the lowest tender.

**Closing date:** 04 February 2015 **Time:** 12h00

**Procurement enquiries:** Mr S. Nyoka **Contact details:** 072 732 7294

**Technical enquiries:** Mr. T Mhlanga **Contact details:** 034 328 2050

Due to time constrains quotations may be send to Thandile.ngcongo@newcastle.gov.za or faxed to 034 328 7641.

**K. Masange**

**Municipal Manager**

**Municipal Offices**

**Newcastle Municipality**

**Private Bag X6621**

**Newcastle**

**2940**

**SCOPE OF WORK**

To provide conference facilities and 4 Star Accommodation Services for Newcastle Municipal delegates around Johannesburg Area. Accommodation must be a walking distance to the Conference Centre.

1. **ACCOMMODATION REQUIREMENTS**
* A minimum of 4 star accommodation for 75 delegates.
* Provide single room for each delegate
1. **CONFERENCE CENTRE**

**Full Day Conference Package PER PERSON - INCLUSIVE OF LUNCH**

* Fully air-conditioned Conference Room
* Mid-morning tea & eats
* Lunch
* Afternoon tea & eats
* Standard Equipment
* Bottled water / iced water and mints
* Writing conference pad, pen and tent card
* Secured Parking
* Flipchart incl. Paper and markers
* Data Projector & Screen
* TV and DVD Player
* Lectern
* PA Sound System

**Conference Requirements**

Dates               :           **23 TO 25 FEBRUARY 2015**

Delegates         :           75 PAX

Seating             :           U shape

Times               :           08h00 to 20h00

Equipment        :           Standard

1. **SCHEDULE OF ACTIVITIES**

The costing for the project should be by way of a breakdown of costs of specific activities.

|  |  |
| --- | --- |
| **No. of Delegates** | **Requirements** |
|  | **22 FEBRUARY 2015** |
| 75 | Single Accommodation Bed and Breakfast |
| 75 | Tourism levy on Accommodation (if any) |
| 75 | Dinner  |
| 75 | 02 x soft drink pp during dinner |
|  |  |
|  | **23 FEBRUARY 2015** |
| 75 | Single Accommodation Bed and Breakfast |
| 75 | Tourism levy on Accommodation (if any) |
| 75 | Dinner  |
| 75 | 02 x soft drink pp during dinner  |
| 75 | FULL Day conference package  |
| 75 | 02 x soft drink pp during Lunch  |
|  |  |
|  | **24 FEBRUARY 2015** |
| 75 | Single Accommodation Bed and Breakfast |
| 75 | Tourism levy on Accommodation (if any) |
| 75 | Dinner |
| 75 | 02 x soft drink pp during dinner |
| 75 | FULL Day conference package |
| 75 | 02 x soft drink pp during Lunch  |
|  |  |
|  | **25 FEBRUARY 2015** |
| 75 | Single Accommodation Bed and Breakfast |
| 75 | Tourism levy on Accommodation (if any) |
| 75 | BRAAI / Dinner |
| 75 | 02 x soft drink pp during dinner |
| 75 | FULL Day conference package  |
| 75 | 02 x soft drink pp during Lunch  |
|  |  |
|  | **26 FEBRUARY 2015** |
|  | Delegates depart after breakfast |