



TENDER ADVERT
TENDER NO. 02/2026

**INVITATION FOR SERVICE PROVIDERS TO FORM A PANEL OF EVENTS COORDINATORS
FOR uMGUNGUNDLOVU DISTRICT MUNICIPALITY**

The uMgungundlovu District Municipality (uMDM) seeks to establish a Professional Panel of Events Coordinators to manage and coordinate small to large-scale events for the Municipality over a period of 36 months.

Tender documents can be downloaded from the municipal website at www.umdm.gov.za / www.etenders.gov.za or an email request for a copy can be sent to tenderenquiry@umdm.gov.za. Any queries can be directed to Ms T Ndlovu via email tenderenquiry@umdm.gov.za. A compulsory briefing session is scheduled as follows:

DATE:	09 OCTOBER 2026
TIME: ATTENDANCE REGISTRATION	09H30 – 10H00
TIME: BRIEFING	10H00 TO 11H00 (<i>Security will decline entrance after 10H00</i>)
VENUE:	COUNCIL CHAMBERS, uMGUNGUNDLOVU DISTRICT MUNICIPALITY, 242 LANGALIBALELE STREET, PIETERMARITZBURG.

1. Non-attendance at the Briefing Session will render any submission invalid.
2. No admittance to Briefing Session by Municipal Security after 10H00.
3. Bidders/Tenderers are required to submit a **minimum of 3 written references** from:
 - **Government Entities** i.e., National and Provincial Government, District, Local & Metro Municipalities for events such as Sporting Events, Provincial and National Workshops, Imbizos, Mayoral Events Project launches, etc.
 - **Awarded within the past 5 years (09/2021 to 09/2026)** with a **minimum project value of R 300,000 per project/reference letter** to substantiate their ability to undertake the required services, **failure to do so will result in disqualification of the bid.**
4. Proof of the bidders **VALID** Professional **Body/Association/Affiliation/Registration/Membership/Accreditations** must be submitted with the bid submission, **failure to do so will result in disqualification of the bid. These include 1 of the following:**
 - Southern African Association for the Conference Industry (SAACI)
 - Public Relations Institute of Southern Africa (PRISA)
 - Marketing Association of South Africa (MASA)
 - Exhibition & Events Association of Southern Africa (EXSA)

The 80/20 preference point system in terms of the municipality's SCM Policy will be applicable as follows:

		POINTS
PRICE		80
SPECIFIC GOALS (20 Points)		
Race (Points are not cumulative)	Sub-points	10
- $\geq 50\%$ Black Owned (HDP)	10	
- $< 50\%$ Black Owned (HDP)	5	
Locality (Points are not cumulative)	Sub-points	10
- Office based in uMgungundlovu District	10	
- Office based in KwaZulu-Natal (outside uMDM)	5	
- Office based outside of KwaZulu-Natal	3	
Total points for Price and Specific Goals		100

Tender submissions must be properly bound, sealed in an envelope and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality (Main Building), 242 Langalibalele Street, Pietermaritzburg, before 12H00 on 3 NOVEMBER 2026, clearly marked with the Tender Number and Tender Description. *Late tenders or tenders received by way of Facsimile or E-Mail will under no circumstances be considered.*

All service providers intending to submit a tender are required to be registered on the Central Supplier Database. Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.



Dr. EX Muthwa
Municipal Manager
uMgungundlovu District Municipality