



**REQUEST OF QUOTATION FOR WITZENBERG
CHRISTMAS MARKET
(Straatmark)**

16 - 17 DECEMBER 2023

VOORTREKKER STREET, CERES

Date Advertised: 16/10 /2023

The Perdekraal East Wind Farm in collaboration with Witzenberg Municipality is hosting a Christmas Market on the above-mentioned dates. The Project Company invites suitable companies to provide a cost proposal for the following:

The following mandatory documentation needs to be submitted to the Project Company:

- Company profile with proof of similar services rendered for last three years, in the following format:

Date/s	Client Name	Project Description	Project Value (VAT Inclusive)	Contact Person	Contact Details
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- Three reference letters from clients for whom similar work was performed in the last three years. Letter to include client name, contact person and contact numbers.
- Proof of Company registration (CIPC), indicating directors' details
- Valid BBBEE certificate/Affidavit (not older than twelve months)
- SARS Tax Compliance Status (TCS)
- VAT Registration Certificate (if applicable)
- Proof of Bank Account (not older than three months)
- Public Liability Insurance (if applicable)
- Provide brief description on each item chosen



**Clarification Meeting: 20 October 2023, 09:00
51 Voortrekker Street, Ceres, 6835**

Closing Date: 27 October 2023 at 16h00

Interested parties may submit quotations for one or more of the items within the Pricing Schedule.

Terms and Conditions apply. The approved entities will sign an agreement in respect of service required.

Interested parties can submit enquiries, and submit necessary documentation to the Project Office, 51 Voortrekker Street, Ceres (Physical) or to Shannon Lombaard at Shannon.Lombaard@mainstreamrp.com (Electronic), 083 789 8426

SCOPE OF WORK:

The Event Manager:

- Complete Event Planner Booklet on Behalf of the ED Office.
 - Ensure Public Liability Insurance.
 - Assist in Planning and Organising the event.
 - Attend weekly Christmas Market Meetings.
 - Will coordinate all the activities at the kiddies corner.
 - Foresee that all the activities at the kiddies corner are being collected, placed and setup in a correct manner.
 - Foresee that the activities are managed in a proper manner.
 - See that security guards are on site.
 - Check and monitor Care workers. See that they are present, visible are managed in a proper manner.
 - Buy and collect catering for volunteers and part-time workers.
 - Assist in coordination of VIP section.
 - Facilitate Procured items and do third party payments on behalf of the ED Office.
 - Any additional services required.
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*Kindly note various options can be chosen as artists which will be for consideration. This will be communicated upon appointment.

The Project Company reserves the right to not appoint, make partial appointment and/or appoint more than one Service Provider.

PRICING SCHEDULE

EVENT MANAGEMENT						
		Saturday Proposed Times	Sunday Proposed Times	Quantity	Unit Price	Total (Excl VAT)
		17:00 - 00:00	14:00 - 19:00			
		Local (Witzenberg)	Other (Outside of Witzenberg)			
Item 1	Events Coordinator - Refer to Scope of Work Description					
Item 2	MC - Preferably local					
	Dancers					
Item 3 ARTISTS *Not restricted for 2 selection*	Singers					
	Rappers					
	Other					
Item 4	Sound/ Lighting/ Stage/ Projector/ Projector Screen/ Smoke Machine					
	Portable Generator (1 should be 3 phases) Diesel Included					
		12:00 - 18:00	14:00 - 17:00			
Item 5 Kiddies Corner	Jumping Castle (Bunk)					
	Jumping Castle with Slide (Bunk)					
	Bellpond					
	SoftPlay					
	Eggs for Christmas					
	Party Packs (Chips, Cold drink, Sweets, Lollipop, Unisex Toys)					
Item 6	Photographer (100 Photos per day, 50 Edited)					
Item 7	Mobile Toilets				10	
Item 8 Catering	Saturday (Hamburger and chips)				50	
	Sunday (1 x Chicken Thigh, 1 Chicken Drumstick, Garlic Roll,)				50	
	Beverages (500ml) Water				100	
	Beverages (500ml) Cold drink (Fanta, Coke, Stoney, Sprite)				200	
Item 9	Security Guards (For 2 Days)				20	
Item 10	XL Stretch Tent for 17 December					
Item 11	T-Shirt including Printing				50	
Item 12	Haybales				50	
Item 13	Ambulance Services					
Item 14	Tyvek Waterproof and Tear Resistant Wristbands				2 000	
Item 15	Candles				300	
Item 16	Payment Administration of other Service Providers Rate/Fee					5%
Item 17	Contingency Amount					R500.00
	GRAND TOTAL					

Please note: VAT ONLY APPLICABLE FOR VAT REGISTERED VENDORS. NON-VAT VENDORS TO PROVIDE ALL INCLUSIVE COST IN THE COLUMN
TOTAL EXCLUDING VAT