

ANNEXURE: A
MUNICIPAL NOTICE



KWADUKUZA MUNICIPALITY
TENDER FOR THE APPOINTMENT OF A SERVICE PROVIDER ON A CONTRACT BASIS TO ASSIST WITH MANAGING THE OUTDOOR ADVERTISING FUNCTION FOR KWADUKUZA MUNICIPALITY
MN 50/2011

KwaDukuza Municipality hereby calls for proposals from suitably qualified and experienced service providers to assist the municipality with MANAGING ITS OUTDOOR ADVERTISING FUNCTION. The successful service provider shall be required to enter into a three (3) year agreement with the KwaDukuza Municipality to render the services required at the rates tendered.

COMPETENCY AND EXPERTISE REQUIREMENTS

Service provider should have extensive knowledge and Experience in outdoor advertising environment including the policy framework, bylaw formulation. Working with local government undertaking similar functions will be an advantage.

FUNCTIONS

The preferred service provider will, in consultation with the Municipality, assist the municipality with the following tasks, amongst others:

- Reviewing (if necessary) the current Advertising Signage Policy;
- Reviewing the existing Advertising Signage Bylaws;
- Finalising mapping outlining the various Designated Advertising Control Zones.
- Setting up a GIS/GPS Database of all advertising opportunities where required
- In consultation with the Municipality's Finance Department, assist with the Monitoring of the income streams;
- Identifying all the advertising opportunities within the municipality's area of jurisdiction.
- Drawing up of the specifications, tender documents, agreements, etc. for the appointment of service providers to be contracted by the municipality
- Assist in the general management of the contracts related to advertising.
- In consultation with the Municipality's Legal Section, providing the necessary legal assistance as & when required.
- Assist in all matters relating to and in connection with the implementation of the Outdoor Advertising Bylaws and Policy

A compulsory Clarification meeting of tenderers will be held in the Council Chamber, 14 Chief Albert Luthuli Street, KwaDukuza adjacent to the Civic Centre on 27 July 2011 at 08h30 where the tender process will be dealt with. Failure to attend the compulsory clarification meeting will disqualify the tender. Only those contractors who are in possession of a tender document shall be permitted to participate in discussion at the compulsory clarification meeting.

EVALUATION CRITERIA

The evaluation process shall be in accordance with the Supply Chain Management policy of the KwaDukuza Municipality. The 90/10 Preference Points System is to be used. All submissions must therefore include a full company profile, including any preferential treatment statements and claims.

The physical address for collection of tender documents is: Room no. 16, Civic Building, 14 Chief Albert Luthuli Street, KwaDukuza (The Office of the Admin Officer: Development Planning – Mrs J Muthusamy). Upon presentation of a receipt proving prior payment of a non-refundable fee of R342.00 inclusive of VAT having been made at the Municipal Finance Directorate General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza. (Cash, bank guaranteed cheques or confirmed electronic transfer). **N.B.** It shall be the responsibility of the applicant to make arrangements for the collection of the tender document from the afore-said office.

Tenders shall be placed in sealed envelopes, endorsed “**TENDER NO.: MN 50/2011 APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE MUNICIPALITY WITH MANAGING FUNCTIONS AND CONTRACTS RELATED TO OUTDOOR ADVERTISING**” and be placed in the tender box at the KwaDukuza Municipal Offices, 14 Chief Albert Luthuli Street, KwaDukuza, not later than 12h00 on **5th August 2011** when the tenders will be opened in public. Electronic or faxed tenders will not be accepted.

The onus of submitting proposals in the required format on or before the closing date and time rests on the service provider/ consortium. Tenders will be opened in public at 12h05 in the KwaDukuza Municipal Council Chambers, 14 Chief Albert Luthuli Street. KwaDukuza Municipality will neither be responsible for, nor pay for any expense or loss which may be incurred by companies arising from their preparation of their proposal.

All prospective tenderers will be screened in accordance with the National Treasury’s Defaulters Data Base.

Council does not bind itself to accept the lowest tender or any tender and reserves the right to accept any part or the whole of any tender and preference will be given to Affirmable Business Enterprises. The Municipality also reserves the right to call on preferred bidders to form a joint venture with a BEE company. Canvassing in any form is strictly prohibited and will lead to the disqualification of the tender. No bids will be considered from persons in the services of any organ of state.

Enquiries should be directed to the following officials:

Mrs Jane Muthusamy: 032 437 5131/ janem@kwadukuza.gov.za

Mr M. Ntanta (032) 437 5163/ mavan@kwadukuza.gov.za

Mr M O S Zungu
Municipal Manager
KwaDukuza Municipality