



TENDER NO. MN 162/2022

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE FACILITATION OF ACCESS TO MEDIA PLATFORMS FOR KWADUKUZA MUNICIPALITY FOR A PERIOD OF THREE YEARS

In terms of Chapter 11 of the Municipal Finance Management Act No 56 of 2003, tenders are hereby invited for the above.

The physical address for collection of tender documents is No. 14 Chief Albert Luthuli Street , Communication Offices KwaDukuza upon presentation of a receipt proving prior payment of a non-refundable fee of **R255.00** (inclusive of VAT), having been made at the Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza (Cash Only). **Tender documents will be available from 10h00 on 16 September 2022. The cut-off time for selling of tender document is 15h00 on the 6th October 2022** . Contact person regarding collection of these documents is Nokulunga Mashabane, Tel No: 032 - 437 5282. Contact person regarding enquiries is Sifiso Zulu, Tel No: 032 -437 5046 email: sifiso@kwadukuza.gov.za

A compulsory clarification meeting, with representatives of the Employer, will take place at the KwaDukuza Municipality: PMU BUILDING-BOARDROOM/OUTSIDE OPEN PARKING(BACK ENTRY), 2 Industria Crescent, KwaDukuza, 4450 **on 7th October 2022 starting at 10H00 am**. Failure to attend the compulsory clarification meeting will disqualify the bidder. Only those contractors who are in possession of a tender document shall be permitted to attend and participate in discussion at the compulsory clarification meeting. Doors to the venue will be closed at **10H00. NO LATE BIDDERS WILL BE PERMITTED TO ATTEND.** All COVID regulations to be strictly adhered to.

Tenders shall be placed in sealed envelopes, endorsed with **TENDER NO. MN 162/2022 APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE FACILITATION OF ACCESS TO MEDIA PLATFORMS FOR KWADUKUZA MUNICIPALITY FOR A PERIOD OF THREE YEARS** be placed in the Tender Box at the SCM Municipal Offices, No. **2 Industria Crescent**, KwaDukuza, Lavoipierre Building, SCM Offices not later than **12h00 on 20TH October 2022**, at which time the tenders will be opened in public. Tenders are to be submitted on the tender documentation provided by the Municipality. Late, electronic, or faxed tenders will not be accepted.

Tenders will be evaluated and adjudicated according to the following criteria: -

- 80/20 preference points system will apply in terms of the Preferential Procurement Regulation. 2017 (B-BBEE Status Level of Contribution - an original or certified copy of the certificate is required).
- Contractor shall be registered on the National Treasury’s Central Supplier Database.
- Council’s Supply Chain Management Policy and other applicable legislations.
- Prices tendered must be firm and inclusive of VAT.
- Contractor shall provide the Municipality with a compliance clearance PIN to verify your tax compliance status.
- A copy of the most recent municipal account / utility bill (Not older than 3 months) in which the business is registered, District Municipality (water) and Local Municipality (rates, electricity and other) or if the bidder is a tenant then a letter or certificate from the landlord indicating that the levies are not in arrears OR a letter from the ward councillor or an Affidavit stating that the ward in which the business operates is exempted from paying rates, electricity and water.
- The tender offer validity period will be 90 consecutive days
- **Tenderers must score a minimum of 70 points in order for the tender to be eligible in terms of the standard conditions of tender :**

Competency	Scoring Matrix	Max Points
3.1.1 Company Experience		
<p>a) Number of years the company has been providing services in the field of Facilitation of Access to Media Platforms for government institutions. A comprehensive Company Profile must be attached – supported by portfolio of at least two (2) departments or municipalities for which the service provider managed/facilitated their access to the media in the last three years with accompanying proof of</p>	<p>Ten (10) and above years of experience = 30 points</p> <p>6-9 years of experience = 15 points</p> <p>1-5 years’ experience = 10 points</p> <p>No years or less than one (1) years of experience = 0 points</p>	<p>30 points</p>

<p>appointment or reference letters. The profile must state clearly specific work that was done during the engagement. Non-compliance with the above will result in 0 points being allocated.</p>		
3.1.2 Track record of work successfully executed		
<p>a) Bidders must have specific experience and submit at least five (5) recent references of work undertaken in Facilitation of media access. The references must be in the form of written proof on the referee’s letterheads and must include the relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number and email addresses. It must provide fully descriptive details of the number of and types of assignments executed for existing or past clients and the period over which such assignments were executed.</p>	<p>Submission of five (5) and more written testimonials demonstrating provable experience related to the services = 20 points</p> <p>Submission of three (3) and more (but less than five) written testimonials demonstrating provable experience related to services = 10 points</p> <p>Submission of one (1) and more written testimonials demonstrating provable experience related to services = 5 points</p> <p>Submission of zero (0) written testimonials demonstrating provable experience related to services = 0 points</p>	20 points
3.1.3. Methodology and approach (Understanding the project).		
<p>a) The bidder must provide a detailed proposal of the methodology to be used to carry out the purpose, scope of work outlined above and clearly demonstrating how</p>	<p>A unique proposal that meets “all the requirements and more further to that, it is strongly aligned to and identifiable with</p>	30 points

<p>the expected deliverables will be achieved</p>	<p>the objectives of the project. It identifies and deals well with all the brief criteria in an innovative and creative manner that adds value; and has the potential to leave a broader legacy <i>i.e. it suggests opportunities not indicated in the brief but key and adding value to the project = 30 points</i></p> <p>The proposal clearly demonstrates good understanding of the brief and meets most requirements. But in addition, it is good and distinct because it suggests <i>innovative and creative ideas i.e. practical activities and lucrative results to add value to the project = 20 points</i></p> <p>Satisfactory proposal that clearly articulates how the project will unfold and the methodology to be used is relevant and would meet the project requirements = 10 points</p> <p>Poor proposal shows limited understanding of the brief and project because the</p>	
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	<p>overall response does not say how the scope of work will be undertaken, how the desired outcomes will be achieved and furthermore, the purpose has not been understood. The methodology is not tailored to address project requirements = 0 points</p>	
3.1.4 Acceptability of Capacity		20
<p>Proven professional relations with editors and station managers for services offered. Reference letters to be attached, detailing the work that the service provider did with the station/publication on behalf of the client (department or municipality)</p>	<p>Five or more letters of reference= 20</p> <p>Three (3) or more letters of reference = 10</p> <p>One (1) or more letter/s of reference = 5</p> <p>No letter of reference = 0</p>	

All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.

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. Preference will be given to an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) which is at **least 51% black owned businesses**. The Municipality also reserves the right to call on preferred bidders to form a joint venture with a BEE company.

Canvassing in any form in the gift of Council is strictly prohibited and will lead to the disqualification of the tender. No bids will be considered from the persons in the service of any organ state.

N.J. Mdakane
MUNICIPAL MANAGER