



## NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

### REQUEST FOR QUOTATION (RFQ): MARKETING AND COMMUNICATION OF THE STATE OF THE MUNICIPAL ADDRESS

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

#### MARKETING AND COMMUNICATION OF THE STATE OF THE MUNICIPAL ADDRESS

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	19 May 2021
RFQ NUMBER	NLM/MM/MCSOMA/2020/2021
DESCRIPTION OF GOODS/SERVICE	<b>MARKETING AND COMMUNICATION OF THE STATE OF THE MUNICIPAL ADDRESS</b>
CLOSING DATE AND TIME:	27 May 2021 AT 12H00
ENQUIRIES	071 852 3887/ <a href="mailto:mankahlan@ntabankulu.gov.za">mankahlan@ntabankulu.gov.za</a> – Miss. N. Mankahla Technical Enquiries or  082 786 0772 / <a href="mailto:mdudio@ntabankulu.gov.za">mdudio@ntabankulu.gov.za</a>  O. Mudi-SCM Related,

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

Original Tax Clearance Certificate or SARS Pin number certificate	
MBD 4: Declaration of Interest, must be signed between the opening and closing date	
MBD 9: Certificate of Independent Bid Determination, , must be signed between the opening and closing date	
MBD 8: Declaration of Bidders Past Supply Chain Management Practice , must be signed between the opening and closing date	
Copy of BBBEE certificate	
Certified ID Copy/s of company directors	
A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.	
Signed Quotation and must be valid for 90 days.	
Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property within urban area.	
All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at <a href="https://secured.csd.gov.za">https://secured.csd.gov.za</a> . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.	

**NB: No quotations will be considered from persons in the service of the state**

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

#### CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for

VAT will be treated as Non VAT Vendors.

5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices and must be valid for 90 days.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked "**Marketing and Communication of the State of Municipal Address**" at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



O. Mdudi

SCM Manager

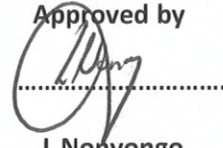
Recommended by



X.N.Venn

CFO

Approved by



L Nonyongo

Municipal Manager



## SPECIFICATIONS FOR COMMUNICATIONS & MARKETING

PROJECT	SPECIFICATION
Street Banner	<ul style="list-style-type: none"> <li>• Banner (1-sided Banner for Town Entrance from flying above from one pole to another)</li> <li>• Make use of Municipal Colours</li> <li>• 1 street banner double sided</li> <li>• Full colour design and layout included.</li> <li>• Ropes and eyelets (10mx1.2m)</li> </ul>
Promo video	<ul style="list-style-type: none"> <li>• PROMO Video Advertising the SOMA (Mayor inviting stakeholders and community at large in a short video that will be circulated to all social networks for publicity)</li> <li>• Full HD Camera with graphics and Audio</li> <li>• Lapel Mic</li> <li>• Lighting and Editing</li> </ul>
Live stream	<ul style="list-style-type: none"> <li>• 1 x Broadcasting light</li> <li>• 2 x cameras</li> <li>• Video recording for purposes of archiving and Portfolio of evidence(PoE)</li> <li>• 2 x cameras : SONY NX500</li> <li>• Black magic web presenter</li> <li>• Designing of lower thirds</li> </ul>
Printing of Mayors speech	<ul style="list-style-type: none"> <li>• A5 size :10 page Booklet</li> <li>• With the Professional Photo of the Mayor</li> <li>• Photos of the Executive Committee</li> <li>• Quantity : 200</li> <li>• Gloss paper/ special paper</li> <li>• Development, design, alignment, of the A5 Booklets consisting of the Program of the day, Service delivery Report for the past 4 years and Draft IDP &amp; Budget 2021/2022-2024</li> </ul>
Posters	<ul style="list-style-type: none"> <li>• 170 Posters for all 17 wards (20 A2 Size vinyl paper (and 150 A4 Size normal paper) and 500 Tags for VIPs and all stakeholders with lanyards.</li> </ul>
	<ul style="list-style-type: none"> <li>• X1 Digital poster for circulation to social networks with message inviting community to the State of the Municipality Address</li> </ul>