



PROVINCE OF KWAZULU-NATAL DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

QUOTATION NUMBER: 2022042103

CLOSING DATE: 02 JUNE 2022

CLOSING TIME: 15:00PM

**QUOTATION DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEDIA BUYING SERVICES FOR 11 KZN
BASED COMMUNITY RADIO STATIONS**

DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

Private Bag X9152

Pietermaritzburg

3200

Contact: Nosipho Maphumulo

Telephone: 033 264 2700

Email: Nosipho.Maphumulo@kznedtea.gov.za

Briefing session / meeting is not applicable for this Quotation. However, should bidders have questions on this quotation, kindly forward them to **Ms Nosipho Maphumulo** on email address: Nosipho.Maphumulo@kznedtea.gov.za and submit questions before **30 May 2022**.

**SECTION A
INVITATION TO QUOTE****Quotations are invited for the under-mentioned goods/services:****Description of goods and services:** Appointment of a Service Provider to Provide Media Buying Services for 11 KZN Based Community Radio Stations**Quotation documents may be deposited in the following before closing date and time:**

Physical Address	Ground Floor 270 Jabu Ndlovu street Pietermaritzburg 3201
Closing date	02 JUNE 2022
Closing time	15:00PM

Technical Enquiries may be directed to the following official(s):

Name:	Tshepiso Selepe
Contact numbers:	033 264 2716/2824
Email Address:	Tshepiso.Selepe@kznedtea.gov.za

SCM Enquiries may be directed to the following official(s):

Name:	Nosipho Maphumulo
Contact numbers:	033 264 2700
Email Address(es):	Nosipho.Maphumulo@kznedtea.gov.za

Supplier information:

Name of Supplier	
Supplier's address (Physical and /Postal	
Supplier's telephone number	
Supplier's cell phone number	
Supplier's CSD registration number	MAAA
Tax Compliance System Pin:	

SECTION B**NOTICES TO BIDDERS REGARDING THE COMPLETION OF FORMS**

PLEASE NOTE THAT THIS QUOTATIONS IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the quotation forms be retyped or redrafted. Photocopies of the original quotation documentation may be used, but an original signature must appear on such photocopies.
3. The Bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Quotations submitted must be complete in all respects.
5. Quotations shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
6. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the Bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations may be rejected as being invalid.
7. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotations. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
8. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.
9. No quotation sent through the post will be considered if it is received after the closing date and time stipulated in the documentation, and proof of posting will not be accepted as proof of delivery.
10. No quotation submitted by telefax, telegraphic or other electronic means will be considered.
11. Quotations documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.
12. Any alteration made by the Bidder must be initialled.
13. Use of correcting fluid is prohibited
14. Quotations will be opened in public as soon as practicable after the closing time of quotation.
15. Where practical, prices are made public at the time of opening quotation.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the quotation document.

SECTION C

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

- 1. In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services are required to register on the Central Suppliers Database.
- 2. If you wish to apply for Central Supplier Database (CSD) registration, suppliers may go to www.csd.gov.za to register or call 033 897 4223/4676/4509 for assistance.
- 3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may;
 - 3.1 de-register the supplier from the Database,
 - 3.2 cancel a Quotation or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable quotation is accepted or less favourable arrangements are made.
- 4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to updates its information on the Central Suppliers Database, relating to changed particulars or circumstances.**

DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS CORRECT AND UP TO DATE
(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)
.....

WHO REPRESENTS (state name of bidder)
.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS QUOTATION.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS QUOTATION FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS QUOTATION.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

SECTION D
QUOTATION OFFER
(To be completed by Bidder)

REQUISITION NUMBER: 2022042103

- 1. BID PRICE INCLUDING VAT: R.....
- 2. AMOUNT IN WORDS:
.....
- 3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY

IMPORTANT

Mark appropriate block with "X"

1. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO
2. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO
3. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO

SECTION E

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? **YES/NO**
- 2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1. If so, furnish particulars:
.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1. If so, furnish particulars:
.....
.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1

I have read and I understand the contents of this disclosure;
- 3.2

I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3

The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4

The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5

There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

INVITATION TO QUOTE

Ownership Demographic Schedule

- ✓ Kindly provide the percentage ownership for each owner according to the following demographic categories:
African Male, African Female, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female, Youth, Disabled, Co-operative and Other.
- ✓ Please ensure you provide a total per category by adding up each owner’s percentage for each applicable category.

No.	ID NUMBER	%AFRICAN		%COLOURED		%INDIAN		%WHITE		% YOUTH	%DISABLES	%CO- OPERATIVE	%OTHER (Specify)
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
TOTAL													

ANNEXURE A

INSTRUCTIONS TO POTENTIAL SERVICE PROVIDERS

1. The bidder must be registered with National Treasury's Central Suppliers Database. (Proof to be furnished herewith)
2. The bidder's quotation should clearly indicate the validity period.
3. Quotations must be fully completed in all respects.
4. If you are a VAT vendor, please indicate your VAT number.
5. Please confirm that your banking details are still the same. If these have changed, please contact the Department for a new Bas Entity Registration form.
6. The attached disclosure form must be fully completed and returned. Failure to submit fully completed disclosure form will result in disqualification.
7. The attached ownership demographic schedule MUST be completed.
8. Quotations received after the closing date and time will not be accepted.
9. Use of correction fluid is prohibited. Any alteration made by the bidder must be initialed.
10. **Project leader requirements:**
 - a. Must hold an officially recognised Degree/ National Diploma in Communication/Project Management/Marketing/Management/Journalism
 - b. Must have a minimum of 3 years' relevant experience

NB: The proposal should provide a detailed Curriculum Vitae (CV) of the project leader.

11. Bidders/Service providers are to be evaluated based on company, project manager experience and qualifications and are required to provide 3 purchase orders/signed detailed references letter/award letters from clients detailing the actual services completed. The letter must include the company name, contactable references, and value of the contract as per Annexure A and in order to be evaluated further, Bidders/Service providers must meet the minimum passing score of 60%.

QUOTATION NUMBER: **2022042103**

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEDIA BUYING SERVICES FOR 11 KZN BASED COMMUNITY RADIO STATIONS
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<p>Advert for 11 KZN based community radio stations that cover 11 KZN Districts. The advert will be flighted 4 times per day.</p>

<p>11 KZN BASED COMMUNITY RADIO STATIONS ARE AS FOLLOWS:</p>

- | |
|---|
| <ol style="list-style-type: none"> 1. Inanda FM 2. High way Radio Fm 3. Vibe FM 4. Ugu Youth Radio 5. Nqubeko FM 6. MaputaInd FM 7. Newcastle Community Radio 8. Zululand FM 9. Nongoma FM 10. UMgungundlovu FM 11. ICora FM |
|---|

SERVICE REQUIRED	QUANTITY	UNIT PRICE	TOTAL PRICE
<ul style="list-style-type: none"> Advert for 11 radio stations that covers 11 KZN District The advert will be flighted 4 times per day 	30 second adverts 4 times a day		
<ul style="list-style-type: none"> 30-minute pre-recorded awareness slot weekly 	Weekly		
<ul style="list-style-type: none"> Live transmit for 11 radio stations that covers 11 KZN Districts 	Weekly		
Duration: Starting in May 2022-July 2022	3 months		
THEMES: <ul style="list-style-type: none"> Price gouging by retailers on essential food products Unscrupulous business practices by Funeral Parlours during COVID 19 Unscrupulous Debt Collecting approaches Money Smart week campaign Know your Consumer Rights campaign Contracts and buying used/new vehicle Credit and Blacklisting campaign Financial literacy campaign Savings and Budgeting campaign Sending Wisely Patters campaigns Awareness on Pyramids and loan shark (Omashonisa). 			
For enquiries please contact Tshepiso Selepe on 033 264 2716/ 033 264 2824/ 083 721 7372			
SUB-TOTAL PRICE			
VAT (only include if VAT registered)			
GRAND - TOTAL PRICE			

NB: GRAND - TOTAL PRICE TO BE TRANSFERRED TO SECTION D OF THE QUOTATION DOCUMNET

Name of Company.....

Name of Representative.....**Designation**.....

Authorized Signature.....

Date.....

Validity period:**VAT Vendor Number**..... (if applicable)

Banking details same? Yes..... **No**..... (please indicate with a tick)

COMPANY STAMP

ANNEXURE B: EVALUATION GRID

To be completed for tender by each evaluator.

Name of project	Maximum	Initial assessment
Name of the project: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEDIA BUYING SERVICES FOR 11 KZN BASED COMMUNITY RADIO STATIONS		
COMPANY EXPERIENCE References provided from Clients: Provide 3 signed reference letters, purchased orders, award letters from clients detailing the actual services completed of media buying services. The letter must include the company name, and contact numbers, duration of the contract and value of the contract. Failure to submit the above mentioned will result in disqualification.	(15)	
More than 3 project = 15 Points		
3 Projects = 10 Points		
Less than 3 Projects = 0		
Project Manager Experience	(05)	
5+ Years' Experience = 05 points		
3-4 Years' Experience = 03 points		
0-2 Years' Experience = 01 point		
Project Manager Qualifications	(05)	
Degree/ National Diploma in Communication/Project Management/Marketing/Management/Journalism		
Degree= 05 Points		
Diploma = 03 Points		
No Qualification = 0		
Total Evaluation Score	25	
Minimum passing score	60%	

The minimum pass mark for this project is 60%

Strengths	
Weaknesses	

Name	
Signature	
Date	