

015/11/2021



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

524 Sancardia Buiding, Corner Stanza Bopape and Steve Biko streets
Arcadia, Pretoria 0001. Tel: 012 337 3600

SPECIFICATION SHEET Procurement of Radio Airtime (interview)

Unit	Communication
Description	Procurement of Radio Airtime (interview)

1. OBJECTIVE

The Provincial Shared Service Centre Gauteng herein calls for price quotations in respect of the above-mentioned commodity to (a) rendering a service or (b) delivery of goods.

2. TIMEFRAME

Either (a) rendering of service or (b) delivery of goods must be achieved within dates outlined on the table below.

PLEASE NOTE:

- ✦ The expected delivery (time-frame) should be stated on the written quotation, especially if the above-mentioned deadline does not appear to be the same;

3. Requirements in terms of the quotation proposal:

- ✦ Quote must be valid for 30 days;
- ✦ Quote must be original format;
- ✦ Quote must be signed by supplier;
- ✦ Quotations should reflect the CK number with a verified CIPC verification, is not you may be dis-qualified;
- ✦ **All responsive bidders must be (an EME or QSE)**

- ✿ Price quotations will be reflected in Rand value only;
- ✿ Costs must be detailed as it appears in the table below - specifications table;
- ✿ Each item costing should be reflected, as indicated;
- ✿ VAT registration number must appear on the price quotation, if quote include VAT;
- ✿ A firm price shall be provided and shall not be subjected to adjustments unless otherwise stated in the price quotation provided on this request.

5. Standards and norms/ Quality of goods:

- ✿ Services render must comply with the quality of the profession that it represents;
- ✿ Standards in respect of the South African market must be complied with;
- ✿ Please indicated the standards such as: Health requirements, Electricity certifications, ISO standards, building standards or otherwise should be taken into consideration during the quotation phase;
- ✿ If these standards was not included you will at own cost ensure compliance;
- ✿ Equipment should still be fully functional after the installation/re-installation;
- ✿ Installations should be of the required standards and damages from the collapse or injuries will be at the suppliers expense;
- ✿ Items should be supported with warranties and/or guarantees for the goods, if not it will be returned at your own expense;
- ✿ The equipment must be protected, safely removed and any damages to these assets will be to the service provider's account;
- ✿ Any works/services entered into with the organization will be read with the General Conditions of contract;
- ✿ The service must include the disassembling and reassembling of goods and equipment, and be installed at a location determined;

6. Payment method and agreement:

- ✿ The total amount of the quotation must be fixed and inclusive of VAT. If registered as VAT vendor provide the cost, VAT and total amount.
- ✿ Services shall only be paid on a monthly basis and therefore clear direction in the quotation should appear in the written quotation.
- ✿ Clearly reflect quantities and the cost range (minimum and maximum)

7. Requirements in terms PPPFA

In terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 200) any services and/or goods should be in line with the Act.

To comply kindly ensure the completion of the SDB 6.1

8. DESCRIPTION OF GOODS OR ITEMS BELOW:

Westrand	Randbow FM2	30 minutes interview about evictions
Tshwane	Moretele Community Radio	30 minutes interview about PLAP
Sedibeng	VUT FM	30 minutes interview about evictions
Sedibeng	Thetha FM	30 minutes interview about evictions
Tshwane	Kangala Community Radio Services	30 minutes interview about evictions
Johannesburg	Jozi FM	30 minutes interview about evictions.

9. TERMS AND CONDITIONS

1. If the appointed service provider fails to deliver any or all goods or to perform services within the specified period in the Order / Contract, the purchaser may as a penalty deduct from the Order / Contract price a sum of the delayed goods or unperformed services, or terminate the contract part or as a whole.

Prospective service providers should submit their quotations and email them to
gp.quotations.gov.za

Prospective service suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

Physical Address: Provincial Shared Service Centre Gauteng 524 Suncardia Centre Cnr Stanza Bopape & Steve Biko Streets Arcadia	Postal Address: Provincial Shared Service Centre Gauteng Private Bag X 09 HATFIELD 0028
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Invoices / Accounts:

Officials	Designation	Contact details
Ms. R Manamela	Assistant Director : Logistics	<u>Address:</u> Supply Chain Management Private Bag X 09 HATFIELD 0028 Tel: (012) 337 3600 rebecca.manamela@drdlr.gov.za

Process after completion of the services:

- 1 The invoice can be referred to:
 - i. Supply Chain Management
 - ii. 524 Suncardia Building
Cnr Stanza Bopape and Steve Biko streets
 - iii. Arcadia, Pretoria
 - iv. Ms R Manamela