



TENDER ADVERT
uMGUNGUNDLOVU DISTRICT MUNICIPALITY

INVITATION FOR SERVICE PROVIDERS TO FORM A PANEL TO RENDER ADVERTISING SERVICES FOR
uMGUNGUNDLOVU DISTRICT MUNICIPALITY

TENDER NO. 08/2023

uMgungundlovu District Municipality (UMDM), seeks professional service providers to form a Panel to render services in respect of advertising, digital marketing and communication on the Local, Provincial and National newspapers, Government Gazette and the slots, airtimes in the radio stations and Television for the municipality for a period of 36 months, this is a panel where newspapers and other media houses can apply.

Tender documents can be downloaded from the municipal website at www.umdm.gov.za and/or at www.etenders.gov.za or alternatively can be collected from offices of the Cashier at the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg. If tenders are collected, a non-refundable tender deposit of R150.00 is payable to the uMgungundlovu District Municipality. Any queries can be directed to Mr. Brian Zuma via email brian.zuma@umdm.gov.za. A Compulsory Briefing Session will be held on 26 July 2023 at 09h00, at the uMgungundlovu District Municipality, Technical Boardroom, 176 Langalibalele Street, Pietermaritzburg. Non-attendance at the Compulsory Briefing Session will render any submission invalid.

Tender submissions must be properly bound and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg, before 12h00 on 10 August 2023, in a sealed envelope which is clearly marked with the Tender Number and Tender Description. Late quotations or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

All eligibility criteria must be furnished accordingly, where mandatory or applicable. Tenderers that qualified in terms of the eligibility criteria will then be evaluated in terms of the 80/20 preference point system as prescribed in terms of the Preferential Procurement Regulations 2022.

A service provider must complete the table for Appendix 1, depending on the categories of related work or services he or she wants to apply for on page 39.

Tenderers are required to submit a minimum of three written references from public sector clients for advertising services, digital marketing and communication on the Local, Provincial, National newspapers and Government Gazette awarded within the past 5 years with a minimum value of R10 000.00 to substantiate their ability to undertake the required service.

Tenderers are required to submit a minimum of three written references from public sector clients for slots, airtimes in the radio stations and Television advertisement awarded within the past 5 years with a minimum value of R50 000.00 to substantiate their ability to undertake the required services.

Tenderers applying for both subcategories(Appendix 1) i.e., advertising on Newspapers and advertising on Radios and Television they will need to put a minimum of six references from public sector clients, three for each category with a minimum of R10 000.00 for newspaper adverts and a minimum of R50 000.00 for radio and television adverts.

To be considered for this tender you must be registered with at least one of the following professional bodies:

- Advertising Media Association of South Africa (AMASA)
- Out of Home Media South Africa (OHMSA)
- Association for Communication and Advertising (ACA).

The 80/20 preference point system in terms of the municipality's SCM Policy will be applicable as follows:

		POINTS
PRICE		80
SPECIFIC GOALS (20 Points)		
Race (Points are not cumulative)	Sub-points	10
- $\geq 50\%$ Black Owned (HDP)	10	
- $< 50\%$ Black Owned (HDP)	3	
Gender (Points are not cumulative)	Sub-points	10
- Gender – $\geq 50\%$ Woman Owned (HDP)	10	
- Gender – $< 50\%$ Woman Owned (HDP)	3	

All service providers intending to submit a tender are required to be registered on the Central Supplier Database.

Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.

Dr. EX. Muthwa
Acting Municipal Manager
uMgungundlovu District Municipality