

**PROJECT NAME: PROCUREMENT, INSTALATION AND MANAGEMENT OF OUTDOOR
ELECTRONIC BILLBOARD AND ADVERTISING SERVICES FOR A PERIOD OF SIX (6)
MONTHS**

PURCHASE REQUEST NO: 10046127

USER DEPARTMENT: CHIEF EXECUTIVE

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1. PURPOSE

The purpose of this specification is to appoint a Service Provider to instal the new electronic billboard screen and management of the outdoor electronic billboard at Lepelle Northern Water (LNW) Head Office as part of the revenue enhancement and marketing.

2. BACKGROUND

Lepelle Northern Water (“LNW”) is a public water utility, wholly owned by the state, established in terms of the Water Services Act No 108 of 1997. The purpose of the project is to replace the existing aged electronic advertising billboard at Head Office. The current billboard at LNW Head Office has reached its life span and requires replacement. The current billboard was built and installed in 2012. The LED TYPE MODEL: DIP is no longer being manufactured. The screen is based on older outdoor screen technology that is used in the 2010’s based on the hardware components used on the inside. With the impact load shedding has on electrical devices the screens lifetime has also been impacted negatively and often modules will damage on a microchip level and requires a replacement module to remedy the graphs and issues it causes.

3. CHALLENGES

- 3.1 The current state of the outdoor screen is based on older outdoor screen technology that was used in 2010 based on the hardware components used on the inside.
- 3.2 The screen has reached its life span.
- 3.3 The impact of loadshedding had on electrical devices of screen’s lifetime has also been impacted negatively and often modules will damage on a microchip level and requires a replacement module to remedy the graphical issues it causes.
- 3.4 The screen is humidity build-up partly because of the type of screen panel design and it being close against a wall with very little time in the sun to dry. This issue is not as big of a threat as power outages, but this problem will not exist any longer with the newer screen designs as they have better air vent designs to stop water droplets from being blown into the screen via the fan system.

- 3.5 The components in the screen are unique and stock of these modules are non-existent due to age of the screen. The screen will soon reach complete breakdown of the screen as it has reached its lifespan

4. SPECIFICATION

Quotations are hereby invited from qualified service providers to meet the following requirements in terms of skills and experience:

- 4.1 The Service Provider should have competency on the replacement of the electronic advertising billboard.
- 4.2 The current screen code is pollep with the total screen resolution of 320 pixels x 184 pixels and based on the Module Model /Serial: ESD-P16FOR4-0D2V. The total screen size is 5120mm x 3072mm.
- 4.3 The service provider should provide LED TYPE-DIP(3in1) Novastar, Pitch mm: 16mm, operating on windows software. Corresponding to the measurements stated in point 4.2
- 4.4 Must demonstrate more than three years' experience in the installation and management of the outdoor advertising screens.

5. SCOPE OF WORK

The service provider should provide the following to Lepelle Northern Water:

- a) The scope of work includes **supply, installation, management, and maintenance** of the outdoor electronic billboard. The appointed bidder will also be expected to be available for maintenance callouts.
- b) The bidder will, however, drive advertising or traffic to the LNW billboard develop a financial proposal outlining the income and profile percentage division between his/her company and LNW. The percentage targeted to the entity will be utilized for media buying under the campaigns and events cost code center utilised by communications.
- c) The bidder will also be expected to upload LNW public notices on the billboard.

6. OUTPUT AND / OUTCOMES

- Fully operational outdoor electronic billboard.
- The bidder will be expected to conduct the target audience measurement to determine the living standard measures (LSM) which will determine the rate of advertising.

- Provide Quarterly Report

7. PRICE SCHEDULE

No	Description	Price
1	Supply, Installation, management and maintenance of Outdoor Electronic Billboard	
	Total Excl Vat	R
	Vat 15%	R
	Total Incl Vat	R
2	Monthly Maintenance	R

Payment will be made after each proven milestone (of the outdoor advertising screen.

NB: - Pricing above must include all chargeable items - deliverables, disbursement, travelling and any other related cost to the exercise. No items will be paid outside the above fixed price.

8. PROCUREMENT PROCESS

The normal LNW process will be followed in line with the company's SCM policy and procedures with no deviations from the normal anticipated at this stage.

Validity of RFQ : 30 days
Period : 6 months
Advert date : 31 January 2025
Closing date : 7 February 2025

Enquiry: joem@lepelle.co.za

Phone: Joe Makafula @ 015 2951800

Send quotation to : mamokidim@lepelle.co.za

9. EVALUATION CRITERIA

Preferential Points System will be used to evaluate this bid in line with the Preferential Procurement Policy Framework Act, 2022. *Bidders will be evaluated on mandatory first, then functionality and only those qualifying by achieving the minimum cut off point of 71% will be evaluated on administrative compliance and then price and Specific Goals.*

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. LNW SCM Policy
5. PPPFA and associated regulations
6. Quotations will be evaluated in terms of the following stages:

9.1 Bid Evaluation Method

Bids will be evaluated in terms of the following two stages:

- Stage 1: Evaluation on Mandatory
- Stage 2: Evaluation on Functionality (Minimum of 70% to be scored)
- Stage 3: Evaluation on 80/20 or 90/10 preferential points system (Price and Specific Goals).

Stage 1: Mandatory requirements (Pre-qualification)

- a. The JV agreement for JV partners to be submitted indicating percentage split for partners to render agreement valid.(Where applicable)
- b. Proof of registration on the Central Suppliers Database (CSD)
- c. Completion of pricing schedule in full

NB: Failure to comply with any of the above requirements will lead to disqualification.

Stage 2: Evaluation on Functionality

Under quality/functionality, service providers must achieve a minimum of 50 points (71%) quality/functionality points to be considered for further evaluation in stage 3 (Evaluation on Price and Specific Goals).

NB: Only the combined Price & Specific Goals points will determine the highest point scoring bidder to be awarded the contract.

Stage 2 – Functionality Criteria

EVALUATION CRITERIA Phase 1	Points
All submissions duly lodged will be evaluated on functionality as pre-qualifying criteria. The evaluation criteria and points for measuring functionality are indicated below.	70
Maximum Points for Functionality	
Experience	

<p>1. COMPANY EXPERIENCE</p> <p>The bidder has completed similar projects related to the installation, management and maintenance of outdoor electronic billboards and advertising but below the minimum years of experience required. Traceable contactable reference letters = less than 5 years -3 points.</p> <p>The bidder formerly completed similar projects related to the installation and management of outdoor advertising boards with comprehensive involvement and good standing. Traceable contracts and appointment letters = 5-9 years =6points.</p> <p>The bidder is/was actively involved in similar projects with experience in the management of outdoor advertising. Traceable contracts and appointment letters = 10 years or more = 10 points.</p>	<p>10</p>
<p>2. FINANCIAL PROPOSAL</p>	
<p>Financial proposal (20)</p> <p>The bidder must produce an acceptable financial proposal with limited information and value = 10 points.</p> <p>The bidder must produce an extensive and credible financial proposal with clear breakdown and give best value, revenue split or profit sharing between LNW and the appointed bidder. = 20 points.</p> <p>Please attach recently certified (last 6 months) copies of qualifications and ID for key personnel.</p>	<p>20</p>

N0.	Client Name	Project Name	Project Number	Contact Person & number
1				
2				
3				
4				
5				

Table 1: Projects Completed

N0.	Member Role	Full Name	Academic Qualifications	Key Area of Specialisation	Years of Experience
1					
2					

Table 2: Summary of Personnel/ Team Members

Minimum points to be scored is 51 points out of 70 points. Point's allocation under functionality will be split as per JV agreement (percentage split)

Stage 3: Evaluation on Price and Specific Goals 80/20 or 90/10

Financial offer and Specific Goals

- 1) Score tender evaluation points for financial offer.
- 2) Confirm that tenderers are eligible for the Specific Goals claimed, and if so, score tender evaluation points for Specific Goals.
- 3) Calculate total tender evaluation points.
- 4) Rank tender offers from the highest number of tender evaluation points to the lowest.
- 5) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

NB: NO BIDDER WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on SBD 4 attached)

Scoring functionality

core functionality in each of the categories stated in the Tender Data and calculate total score for functionality.

Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

$N_{FO} = W_1 \times A$ where:

N_{FO} = the number of tender evaluation points awarded for the financial offer.

W_1 = the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

A = a number calculated using either formulas 1 or 2 below as stated in the Tender Data.

Formula	Basis for comparison	Option 1	Option 2
1	Highest price or discount	$(1 + \frac{(P - P_m)}{P_m})$	P/P_m
2	Lowest price or percentage commission/fee	$(1 - \frac{(P - P_m)}{P_m})$	P_m/P

where:

$P = \frac{P_m}{P_c}$ = the comparative offer of the most favourable tender offer.
the comparative offer of tender offer under consideration.

The 80/20 or 90/10 Preferential Point System will be used to evaluate the bid.

Table 2: Preference Points Allocation (As per the Preferential Procurement regulations 2022) #	Specific Goals	Means of verification	80/20 Points	90/10 Points
1	Disability (Minimum of 1 shareholder ownership in the company)	CSD Report	5	2.5
2	Black women (100% Black women ownership in the company)	CSD Report	5	2.5
3	Black ownership (100% black ownership in the company)	CSD Report	5	2.5
4	Black Youth (Minimum of 1 shareholder Black youth ownership in the company)	CSD Report	5	2.5
Total Points		20	10	

The points scored by the tenderer in respect of the level of Specific Goals contribution must be added to the points scored for price.

11. ADMINISTRATIVE COMPLIANCE

- i. Valid Tax pin certificate from SARS
- ii. BBBEE certificate/ sworn affidavit
- iii. Letter of Good standing, COIDA
- iv. Completed and signed SBD forms (SBD 6.1 and 4)
- v. Company registration documents
- vi. All quotation documents must be completed in full and in black ink (No tampering of bid documents with either correction fluid, sticky papers or any other thing which can indicate that the bid document has been tampered with)

✓ ***All certified copies must not be older than three months from RFQ closing date.***

✓ ***Lepelle Northern Water reserves the right to verify any information provided by service provider.***

Other Required Documents

- Municipal current rates account not more than three months old should be submitted (Proof of address similar to address of place of office operation. Lease agreement with account municipal statement or shareholders address acceptable as proof of office address (conformation letter endorsed by commission of Oath)
- Certified ID copies of the company shareholders

NOTE:

- a) ***The JV partners must submit both mandatory and administrative documents for each Company.***
- b) ***Preferred JV service providers will be required to submit a JV bank account and VAT number***

- c) *The client reserves the right to verify any information provided by the service provider. Falsified references/experience will lead to disqualification and blacklisting in terms of the SCM process in conjunction with legal processes.*
- d) *The service provider must comply with all terms and conditions including requirements as stipulated in the Tender Documents to be evaluated further.*
- e) *LNW is not compelled to accept the lowest or any quotation.*
- f) *LNW reserves the right to reduce the scope of works by more than 50%*
- g) *The contract period is three months subject to performance.*
- h) *LNW reserves the rights to negotiate pricing with the recommended service provider.*
- i) *LNW reserves the right to increase or reduce the scope of the project.*

Please note that the above required documents will be deemed as mandatory to the preferred bidder. Required documents will be requested for submission within two working days and failure to submit will be deemed as non-responsive.

12. CONTRACT CONDITIONS

- Full adherence to the contract and other applicable Acts will be applicable during the course of the contract; and
- Submission of detailed report by service provider (no payment will be made until final approval of the report by the end user)
- Full adherence to the Occupational and Health and Safety Act, Act 85 of 1993 and other applicable Acts will be applicable during the course of the contract.