

**INXUBA YETHEMBA  
UMASIPALA WASEKHAYA / PLAASLIKE MUNISIPALITEIT /  
LOCAL MUNICIPALITY**

**P O Box 24  
CRADOCK  
5880  
TEL : +27(0)48 801 5000  
FAX : +27(0)48 881 1421**



**P O Box 55  
MIDDELBURG  
5900  
TEL : +27(0)49 842 1337  
FAX : +27(0)49 842 1310**

*"A coherent developmental municipality putting people first and providing a better life for all its citizens"*

**REQUEST FOR QUOTATION**

<b>To:</b>	<b>ALL PROSPECTIVE SERVICE PROVIDERS</b>
<b>Project Name:</b>	<b>PROVISION FOR LIVE STREAMING SERVICES FOR IYM SOMA.</b>
<b>Requestor:</b>	<b>INXUBA YETHEMBA MUNICIPALITY</b>
<b>QUOTATION NO.</b>	<b>IYM12/08/2025Q</b>
<b>NOTICE NO.</b>	<b>130/2025</b>
<b>Advert Date:</b>	<b>27 AUGUST 2025</b>
<b>Closing Date:</b>	<b>03 SEPTEMBER 2025</b>

**SPECIFICATION**

**SPECIFICATION AND PRICING SCHEDULE:**

**Technical Specification: Live Streaming & Event Coverage**

**Experience & Credentials**

- Service provider must have not less than 5 years' proven experience in live streaming, video production, and event technical support.
- Must provide at least 5 recent references/projects of similar scale.
- Team must include qualified technical crew (camera operators, sound engineers, streaming technician).
- Must have all relevant broadcasting and drone operation licenses.

**Live Streaming Setup**

- 4 × Sony EX3 cameras (full HD quality)
- 4 × cordless communication headsets/sets for crew coordination
- Network router (preferably Teltonika) – must support dual SIM card bonding for stable connectivity
- Capability for multi-platform streaming (e.g., YouTube, Facebook, municipal website)
- Video switcher for live mixing (e.g., Blackmagic ATEM or equivalent)
- On-site recording and archiving of the full event

**Highlight Video Production**

- Drone: DJI Mavic 3 Pro with licensed operator
- Delivery of a highlight video package (3–5 minutes) within agreed timeframe
- Professional editing including branding, titles, and music (royalty-free)

**PA Sound System**

- 3 × cordless microphones (handheld/lavalier options)
- Hybrid sound tops and bass system for clear audio
- Allen & Heath audio mixer
- Balanced signal distribution for both live sound and streaming feed
- Backup wired microphones for contingency

**Visual Displays**

- 4 × 75-inch LED screens with sturdy stands/trussing
- Capability for split-screen or content display (presentation + live feed)

**Additional Technical Requirements**

- Lighting: Professional stage/event lighting for clear visuals (LED panels/par cans).
- Power: Backup power solution (generator or UPS) to avoid disruptions.
- Recording: Full event recording in HD, provided on hard drive/USB after event.
- On-site Support: Minimum of 4 technical crew members present throughout event.
- Transport & Logistics: Provider responsible for delivery, setup, and dismantling.

No.	Description of Goods or Service	Quantity	Unit Price	Total Price
1	Live streaming , highlight with PA system for the upcoming SOMA.	1		
	Vat @ 15%			
	<b>TOTAL</b>			

**Evaluation criteria**

The quotes will be evaluated using the 80/20 preferential point system.

- 20 points will be allocated as follows:

**Locality: 50%**

Locality	Number of Points 80/20
Enterprise within Inxuba Yethemba Local Municipality	10
Enterprise within Chris Hani District Municipality	8
Enterprise within Eastern Cape	5
Enterprise within South Africa	2
Enterprise from outside of South Africa	0

- Municipal Account must be submitted for points to be allocated.

**BBBEE: 50%**

- 10 points will be allocated to 100% Black owned firms
- BBBEE certificate/ sworn affidavits must be submitted for points to be allocated.

**Payment for Services**

Payment will be issued with 30 days after goods have delivered.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation and no reason for the acceptance or rejection of a quotation will be furnished.

**General**

- The Inxuba Yethemba Municipality Supply Chain Management policy shall apply
- All prices will be evaluated inclusive of VAT, except where a non-VAT vendor has submitted a responsive bid. In this case, all bids prices will be evaluated exclusive of VAT.
- Certified copies of identity documents of directors.
- Quotations must be signed or annexed with a company stamp.
- Bidders to supply municipal utility bill or lease agreement reflecting status of accounts.
- Bidders to include the following municipal declarations with the quotations: MBD 4 and MBD 9.
- Quotations to be valid for 60 days from the closing date.

- IYM reserves the right to award the quotation in full or part thereof.
- CSD report must be submitted
- SARS Pin or Tax compliance certificate
- All bidders to declare for local content.

- **NB: Submissions of SBD Forms will not be considered and bidders will be disqualified**

**Note: Failure to attach the B-BBEE Status Level Certificate will result in the bidder losing the preference points.**

Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTATION NO: IYM12/08/2025Q (**PROVISION FOR LIVE STREAMING SERVICES FOR IYM SOMA**)" which must be placed in the bid box, located at the Registry Office in the IYM offices No. 1 JA Calata Street, Cradock, 5880, **before 12 pm on the closing date of 03 SEPTEMBER 2025. No email submissions will be allowed.**

For inquiries regarding the Request for Quotation, please contact the Project Manager, Mr. S. September at 0630105992 or email – [communications@iym.gov.za](mailto:communications@iym.gov.za)

**All suppliers are required to register on the Central Supplier Database (CSD), as well as submit a Declaration of Interest form (available from the Supply Chain Office). Information on the CSD is available on the CSD website: [www.csd.gov.za](http://www.csd.gov.za).**

Should you have SCM-related inquiries please contact the **Supply Chain Management Unit;**

- Tandoletu Petelo (048) 801 5139 or email [tpetelo@iym.gov.za](mailto:tpetelo@iym.gov.za)

**CLOSING DATE : 03 SEPTEMBER 2025 AT 12H00**