



MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT No. SCM 8 OF 18/19

PANEL OF COMMUNICATIONS SERVICES PROVIDERS TO DEVELOP AND IMPLEMENT A COMPREHENSIVE INTEGRATED COMMUNICATIONS, MARKETING, PUBLIC RELATIONS AND MEDIA STRATEGY

Tenders are hereby invited from suitably qualified, skilled and experienced Service Providers for the above works for a period of three years.

The Tender document will be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, from **14h30 on Friday, 14 September 2018**. A non-refundable tender fee of **R512.90** (Inc. VAT) per document shall be levied. Only cash, bank guaranteed cheques or EFT payments will be accepted. The cut-off time for the purchasing and collection of tender documents shall be 14h00 on **Wednesday, 26 September 2018**. Tender documents can be downloaded and printed at the Tenderer's cost from the National Treasury e-Tender Publication Portal on www.etenders.gov.za.

A **compulsory Tender Briefing Meeting** will be held on promptly at 10h00 on **Thursday, 27 September 2018**, at the Supply Chain Management Boardroom (2), 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg. *Tenderers arriving at the meeting after the stipulated starting time will be disqualified.* Further, all Tenderers attending the meeting must be in possession of a complete Tender Document failing which the Tenderer shall be disqualified. *Tenderers producing only the Tender Briefing Certificate at the meeting will not be considered.* Only one representative per Company or Consortium will be allowed to attend the above meeting.

Tenders contained in sealed envelopes and marked with "**Contract No. SCM 8 of 18/19**" and the Contract Description must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than **12h00 on Tuesday, 16 October 2018**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Three (3) months commencing from the closing date of tender.

Tender Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One Functionality and Stage Two 80/20 Preference Point System in accordance with the Preferential Procurement Regulations, 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000.

No.	The Functionality for Stage One shall be evaluated on the following Criteria:-	Max. Points
1	Qualifications in Communications, Marketing, Public Relations and Media/Journalism (Min. of four (4) people) Certified copies of qualifications must be furnished.	40
2	The experience of staff linked to the scope of work (Communications, Marketing, Public Relations and Media) (Min. of four (4) people will be assessed as per attached CV's).	40
3	Three (3) written references relating to the four aspects (Communications, Marketing, Public Relations and Media).	10
4	Locality	10
Total No. of Points		100
Threshold to Qualify For Stage Two (B-BBEE Status) : 60%		60

For enquiries, please contact the Communications and IGR Unit either Thobeka Mafumbatha on direct Telephone No. 033 – 392 3345 / email: thobeka.mafumbatha@msunduzi.gov.za or Ntobeko Ngcobo on direct Telephone No. 033 – 392 8585 / email: Ntobeko.ngcobo@msunduzi.gov.za.

For procurement related enquiries, please contact Asogan Pillay (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2856 or e-mail asogan.pillay@msunduzi.gov.za.

The Council does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result. The Council expects businesses within the Pietermaritzburg and Midlands Region to support its contract and affirmative action programmes.

MS NELISIWE NGCOBO (ACTING CITY MANAGER)