

15 JUNE 2018

**QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.**

**QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "PROVISION OF VIDEOGRAPHY SERVICE FOR THE HOSTING OF THE STATE OF THE MUNICIPAL ADDRESS"**

**TO THE QUOTATION BOX SITUATED AT: RATES AND TAXES HALL (LESEDI OFFICES)**

**C/O LOUW AND HF VERWOERD STREET**

**HEIDELBERG**

**1438**

ALL ENQUIRIES REGARDING THE SPECIFICATIONS SHOULD BE REFERRED TO ERNEST DLAMINI (016) 492 0023 OR SIBULELO NXATHI (016) 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: CORPORATE SERVICES

CLOSING DATE: 22 JUNE 2018 @12H00PM. BIEFING SESSION: 18 JUNE 2018 14:00PM

**ITEM DESCRIPTION**

The State of the Municipal Address will be taking place on the 28 June 2018 and the venue will be at Multi-Purpose Hall in Heidelberg

**SPECIFICATIONS**

**Videography services**

- A full set of three professional Standard Camcorders HD for different angles and professional lighting for on-site shooting including cables, extensions.
- Three big side screens for viewing size (2.5 m X 3 m) to be placed in a HALL ( 500 capacity) and (1000 capacity)
- Technical assistance and support for switching (transmission) to one screen to the other appropriate by means of recording.
- Final professional quality production of the work

- 1.5 Auto cue for 2 sessions including the main event with the controller (training sessions to be conducted for 1 hour per day)
- 1.6 1 X Photographer
- 1.7 Audio feed to the JOC center
- 1.8 Backup generator
- 1.10 Provision must be made for links to OB'S

**FUNCTIONALITY EVALUATION CRITERIA (100 POINTS)**

Functionality points will be spread as follows:

1. Company capability and experience (Proof to be attached with reference letters contactable references)

<b>Previously completed project</b>	<b>Maximum points to score(50)</b>
Previously completed 5 or more major event management projects with budgets of over R200 000	80
Previously completed 3-4 major event management projects with budgets of over R200 000	60
Previously completed 1-2 major event management projects with budgets of over R200 000	40
Previously completed 0 event management projects	0

**Failure to attach proof will result in a tenderer being scored zero.**

2. Employment of local labour (**20 Points**)

- A letter confirming that the service provider will appoint local labour.

Only bidders who score 65 points or more for functionality will be further evaluated on both Price and B-BBEE points.

Name of Company: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

The following information must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Tax Pin provided by SARS
- Forms listed below ( Evaluation Criteria)
- Latest municipal account
- CSD Registration report
- Letter of good standing from COIDA

**Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.**

**Evaluation Criteria:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD forms, Clearance Certificate for Water can be downloaded from our website: [www.lesedilm.gov.za/key/scm](http://www.lesedilm.gov.za/key/scm) and should be scrutinized, completed and submitted together with your quotation.

**NB:** All Bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link: [business.support@csd.gov.za](mailto:business.support@csd.gov.za). No business will be conducted with any person who is not registered on this database.

**Background checks will be conducted to verify if similar services were rendered by a Service Provider previously.**

**ANY BIDDER WHO IS INTERESTED TO ATTEND THE OPENING ARE WELCOME TO DO SO**

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TSHOTLEHO PAUL MPELE  
MUNICIPAL MANAGER

\_\_\_\_\_  
DATE: