

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 SUPPLY OF VIDEOGRAPHY AND SOUND SERVICES FOR STATE OF THE MUNICIPALITY ADDRESS – RATANDA MULTI-PURPOSE HALL

**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

1. A full set of three professional Standard Camcorders HD for different angles and professional lighting for on-site shooting including cables, extensions.
2. Three big side screens for viewing size (2.5 m X 3 m) to be placed in a HALL (500 capacity) and (1000 capacity)
3. Technical assistance and support for switching (transmission) to one screen to the other appropriate by means of recording.
4. Final professional quality production of the work (EDITED DVD)
5. Auto cue for 2 sessions including the main event with the controller (training sessions to be conducted for 1 hour per day)
6. 1 X Photographer
7. Backup generator

SOUND SYSTEM SERVICES

(The sound system should cater for both the main venue and the outside community marquee)

AUDIO CONTROLS & SPEAKERS

1. Monitor: 8
2. Double Base bin: 2
3. Single base bins:4
4. Double (12 inch) line arrays: 4
5. Single (12 inch) line arrays :4
6. 24 channel mixing Desk :1
7. 24 channel snake cable: 1
8. Power amps :7
9. Cordless mics :2
10. Cord mics :4

BACKLINE

1. Technical Rider
2. Drum kit amp:1
3. Bass guitar amp:1
4. Leader guitar:1
5. Bass Amp: (700-900watt head) 1x4x10" cabinet +1x18"sub
6. Guitar Amp
7. Synth/Keyboard

MONITORS AND SENDS

1. Lead vocals 4 x 12 " Wedge
2. Backing vocals 2 x 12" Wedge
3. Piano 1 x12" Wedge
4. Guitar 1 x12 " Wedge
5. Bass 1 x12" Wedge
6. Synth 1 x12" Wedge
7. Drum 1 x12" Wedge

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)

Previously completed project	Maximum points to score (50)
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	60

000	
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 and should be scrutinized, completed and submitted together with your quotation.



SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

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. 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

TSHOTLEHO PAUL MPELE
MUNICIPAL MANAGER

DATE: