

BLOUBERG LOCAL MUNICIPALITY

REQUEST FOR PROPOSALS: PPOINTMENT OF ADVERTISING AGENCIES PANEL FOR 24 MONTHS AT BLOUBERG MUNICIPALITY

TERMS OF REFERENCE

Project Number: BM 49/17/18

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ANNEXURE A

RETURNABLE FORMS

BLOUBERG LOCAL MUNICIPALITY

REQUEST FOR PROPOSALS: APPOINTMENT FOR ADVERTISING AGENCY’S PANEL FOR BLOUBERG MNICIPALITY 49/17/18 FOR 24 MONTHS

TERMS OF REFERENCE

APPOINTMENT FOR ADVERTISING AGENCY’S PANEL FOR BLOUBERG MNICIPALITY 49/17/18 FOR 24 MONTHS

Project Number: BM 49/17/18

1. INTRODUCTION

1.1 INVITATION

Blouberg local municipality hereby invite prospective services provider to submit bids for the advertising agency's panel for Blouberg municipality 17/18 for 24 months

1.2 BRIEFING SESSION

A compulsory briefing session will be held as follows:

DATE	08 June 2018
TIME	10:30am
VENUE	Blouberg Municipal Offices - Council Chamber

1.3 CLOSING DETAILS

The closing details for project proposal are as follows:

DATE	19 June 2018
TIME	11:00am
VENUE	Blouberg Municipal Offices - Municipal chamber

2. FORMAT OF PROPOSAL

The format of the proposal must follow the information below as a guideline to ensure uniformity of approach, and to enable proper evaluation of proposals received:

- Detailed Company Profile
- Proof of Company Registration
- Certified copy of B-BBEE Certificate(not older than three months)
- Certified ID copies of all directors(not older than three months)

- Proof of residence (municipal rates and taxes in the name of the company and of all directors of the company) or letter from tribal offices.
- CSD summary report not older than three months (with a compliant status) or attach a CSD number.

**N.B ALL COPIES SHOULD BE CERTIFIED NOT OLDER THAN THREE MONTHS
FAILURE TO SUBMIT ADMINISTRATIVE REQUIREMENT WILL LEAD TO BID NON-RESPONSIVE**

FUNCTIONALITY

CRITRION	DETAILED		MAXIMUM POINTS
Company experience (appointment letters attached)	Proof of having provided the similar service to any institution for at least three projects(letter or official order)	30	30
Proof of previous placed adverts(advert clips in correspondence with appointment letter (purchase order	05 each for advert clip attached	15	15
Qualification of staff	Designing qualification or Coral Draw by at least one staff member	20	20
Office	Proof of having an office(Municipal rates and taxes	10	10

	paid by the company/rental agreement or affidavit)		
TOTAL POINTS			75

Note:Bidders who score less than 60 points on functionality will not form part of the Panel.

3. PROJECT DESCRIPTION AND BACKGROUND

Advertising agency's panel for Blouberg Municipality 17/18

4. SCOPE OF WORK

Advertising and designing advert where necessary for Blouberg Local Municipality.

5. EVALUATION CRITERIA

The bidders will only be evaluated on functionality point system and those who get less than stipulated threshold (60%) will not be evaluated further with BBB-EE points system. The top three bidders in terms of points obtained will form part of the panel.

CRITERION	POINTS
Functionality	80
B-BBEE	20
Total Points	100

6. PRICING

6.1 The proposed total pricing must be inclusive of Vat
Blouberg municipality require a breakdown rates on any items priced

Price projected must be valid until 24 months (from appointment date)

<i>Dimension</i>	NATIONAL	LOCAL NEWS PAPER	BLACK AND WHITE	COLOUR	DUE DATE FOR PLACING ADVERT BEFORE PUBLISHING
10*8					
20*4					
20*8					
30*6					
40*8					

7. APPOINTMENT OF SERVICE PROVIDER

Blouberg Municipality reserves the right to reject or accept any proposal received.
The successful Bidder will be informed in writing and will be requested to accept or reject the offer within a stipulated time.

8. FORM OF AGREEMENT

A Service Level Agreement will be signed with the successful Bidder.

END OF THE TERMS OF REFERENCE.

APPROVED BY:

MACHABA MJ
MUNICIPAL MANAGER

ANNEXURE A: RETURNABLE FORMS