



## UMZIMVUBU LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi

Date: 27/07/2015

### Request for Quotation-0004

The Umzimvubu Local Municipality invites interested service providers to provide us with. **Quotation: Mount Frere & Mount Alyiff Billboard Advertising Management Solution for 12 months as per the Terms of reference.**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL BE APPLYING AS FOLLOWS:**


PRICE: 80

BBB-EE: 20

Closing Date for submissions is 07/08/2015 @ 12:00 **noon**.

For any enquiries and specification, please contact Supply Chain Management Office @ Tel: 039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPAN(Y) NIES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.  
THE FOLLOWING MUST BE ATTACHED: ORIGINAL OR CERTIFIED COPY OF THE CK DOCUMENT SHOWING ALL DIRECTORS, DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION. ALSO NO THAT NON-SUBMISSION OF CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE WILL RESULT IN A BIDDER SCORING NO POINTS FOR BBBEE. SUBMISSIONS ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.

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MR GPT NOTA

MUNICIPAL MANAGER

813 Main Street, Mount Frere  
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[www.umzimvubu.gov.za](http://www.umzimvubu.gov.za)

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## **Umzimvubu Local Municipality**

**Name of Project:**

**Advertising Screen Management Solution**

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### **1. Introduction of the Project**

Umzimvubu Local Municipality seeks to appoint an accredited and qualified service provider for operation and management of advertising on its Mount Frere and Mount Ayliff offices site Electronic Advertising Screens for a period of 12 months from date of appointment.

### **2. Project Background**

The purpose of this project is to ensure that the Electronic Advertising Screen is operational, 24/7, 365 days of the year without fail. The Management Solution Company should have experts with graphic design skills and be able to operate upload of adverts timely, accurately and remotely.

### **3. Objectives of the Project**

- To ensure that a professional advertising service to Local and National potential entities, organisations and retailers is rendered at reasonable cost.
- To enhance revenue generation for the Municipality through innovative and modern technological means.
- Market, publicise and communicate Municipal programmes through this innovative communication platform.

### **4. Specifications**

- Consolidate, design and upload animated advertisements on the Electronic Billboard
- Ensure that the adverts are uploaded and removed according to the provided schedule
- Utilise LED Studio 8 Programme for upload of the adverts
- Screen Size: 1.9 (W) x 1.4 (H)
- 2.7sqm Display Area



- 16mm Pitch
- External Industrial PC installed

#### **5. Scope of Work**

- 12 Months renewable contract in the form of a Service Level Agreement between the Municipality and the appointed service provider.
- The appointed Service Provider is expected to provide the municipality with a Service Level Agreement that will contain operating guidelines between the municipality and the service provider for a period of 12 months from date of appointment.
- Content in the form of raw data will be provided by the Municipality's Communication Department.
- The appointed service provider will be expected to consolidate and come up with a finished advertorial and upload it as approved by the department.

#### **6. Key Deliverables**

- Scheduled upload and removal of advertorials as approved by the Communications Department.
- Accurate and clear visuals on the screen.

#### **7. Key Competencies**

The service provider appointed to undertake this project should demonstrate the following key competencies:

- Proven track record as a registered company.
- Technical ability to interpret the requirement of these Terms of Reference.
- Sound approach and methodology towards delivering on this assignment.
- Availability, accessibility and dedication of expertise.
- Prices (s) quoted must be valid for at least ninety (90) days from date of offer.

#### **8. Project Management**

The appointed service provider will work closely with the Communications Department of Umzimvubu Local Municipality.

#### **9. Project Timeframe**

The stipulated timeframe for this project is 12 months from date of appointment.

## 10. Project Budget

The service provider must present a work plan and budget consistent with the amount of work as specified in the scope of work.


### Instructions to Bidders

- I. A detailed work-plan indicating how the bidder will deliver on the outputs as stated in the terms of reference.
- II. Previous experience or projects of a similar nature should be attached.
- III. A detailed company profile should be attached.
- IV. Proposals must be submitted in English and should reach the municipality on or before the deadline/closing date.

Compiled by: D. Nkume



Recommended by: N.D. Fikeni



Approved/Not Approved



S. Kulu