

# DANNHAUSER LOCAL MUNICIPALITY (KZN - 254)

KWAZULU - NATAL

8 Church Street  
Private bag X1011  
Dannhauser  
3080



Telephone : (034) 621 2666  
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## INVITATION TO TENDER TENDER NO: 29/11/2022

### DESCRIPTION: APPOINTMENT OF A PANEL OF ADVERTISING AGENCIES FOR A PERIOD OF THREE (3) YEARS.

Bids are hereby invited in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for the Appointment of a panel of advertising agencies for a period of three (3) years.

**A NON-REFUNDABLE BID** document fee of **R250.00** is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – **FNB**, Account Holder - **Dannhauser Municipality**, Account No. **62369194106**, Branch code - **270324** and Account type – **Cheque** and documents will be available from **28/11/2022**. Documents will also be available for download from E-Tender.

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No. 5 of 2000) (No 5 of 2000 Amended in 2017). Original Certified BBBEE certificate must be submitted.

**In terms of section 13 of the municipal Supply Chain Management Policy, the Municipality will reject all tenders that do not comply with the following conditions.**

#### **Conditions**

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least One Hundred and Twenty Days (120) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include Tax Clearance Certificate (SARS Pin).
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- Bidders must complete all MBD Forms.
- Capacity to undertake work within stipulated time frame
- CIPC Registration certificate "CK"
- Current municipal rates account not older than 3 months/ Proof of residential address if you reside in the non-rate paying area or a lease agreement and rates account when you are a tenant in your business premises.
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders and/or to re-advertise or to reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points

## EVALUATION CRITERIA

No	Description Items	Maximum Potential Score
1	<p><b>Experience</b> in relevant or similar project. Proof must be attached: orders or letter of appointments</p> <ul style="list-style-type: none"> <li>➤ 5 years and above 30 points</li> </ul>	<b>30</b>
	<ul style="list-style-type: none"> <li>➤ 3 to 5 years 25 points</li> </ul>	<b>25</b>
	<ul style="list-style-type: none"> <li>➤ 1 to 3 years 15 points</li> </ul>	<b>15</b>
2	<p><b>Financial viability (proof of company financial stability)</b> The bidder must attach proof of company financial viability; proof should be submitted in the following forms:</p> <ul style="list-style-type: none"> <li>• Audited and signed annual financial statement with sustainable cash and cash equivalent not older than two years.</li> <li>• Stamped Company bank statement for three months with sustainable closing bank balance.</li> </ul>	<b>20</b>
3	<p><b>Project Plan / Methodology</b> sound good methodology on how to execute the project:</p> <ul style="list-style-type: none"> <li>✓ -Define a clear and unambiguous strategy of executing the project. Copy of Methodology to be used in undertaking the project within the timeframe <ul style="list-style-type: none"> <li>• Good</li> </ul> </li> </ul>	<b>30</b>
	<ul style="list-style-type: none"> <li>✓ Methodology is acceptable. Relevant experience <ul style="list-style-type: none"> <li>• Fair</li> </ul> </li> </ul>	<b>15</b>
	<ul style="list-style-type: none"> <li>✓ Methodology lacks clarity and flow. No relevant experience <ul style="list-style-type: none"> <li>• Poor</li> </ul> </li> </ul>	<b>8</b>
4	<p><b>Human resources (Company staff CV(s) and qualification(s))</b> Bidders must submit copies of CV(s) of key personnel who will be directly involved in the contract, the CV must be couple with the copy of the qualification. Points will be allocated as follows:</p>	

✓ Two employees with relevant national diploma with more than five years post qualification experience.	<b>20</b>
✓ One employee with relevant diploma with more than five years post qualification working experience	<b>15</b>
✓ Two employees with relevant certificates with more than five years post qualification working experience	<b>10</b>
✓ One or two employee(s) with Matric certificate with more than 10 years post qualification working experience	<b>05</b>
<b>TOTAL POINT</b>	<b>100</b>

Bidders will first be evaluated on the above point scoring criteria and be subjected to a further evaluation thereafter; bidders will be further evaluated on the targeted procurement / preferential points.

Bidders, who do not score 80% or more upon the pre-qualification, will not be considered for a further evaluation.

Tenders must be submitted in a sealed envelope; clearly marked “**TENDER NO: 29/11/2022 APPOINTMENT OF A PANEL OF ADVERTISING AGENCIES FOR A PERIOD OF THREE (3) YEARS**” and must be deposited into the tender box situated at the security room of Dannhauser Municipal offices. Bidders using the courier companies should ensure that the documents are deposited into the tender box and that the messenger signs the register provided. Tenders should be received no later than **12H00** on **13/12/2022**, where after bids will be opened in public. **Late, emailed, or faxed bids will not be accepted.**

Any enquiries are to be directed to **MR M Ntanzi, Director Corporate Services** at 08 Church Street or Telephonically on **034 621 2666 ext. 0703** e-mail; [mlungisin@dannhauser.gov.za](mailto:mlungisin@dannhauser.gov.za) / **Mr J Hlongwane, SCM Accountant**; on **034 621 2666 ext. 0740** email; [joeh@dannhauser.gov.za](mailto:joeh@dannhauser.gov.za) during working hours, between 07h30 to 16h00 with a lunch interval from 13h00 to 13h30, Monday to Friday.

**MR S CELE**  
**MUNICIPAL MANAGER**