



**UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT**

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**QUOTE NO: UBU-Q-01/12/12
Date: 04 DECEMBER 2012**

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR COMMUNICATION STRATEGY PLAN

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can be submitted in a sealed envelope to the Tender Box. The envelope must be clearly marked "COMMUNICATION STRATEGY PLAN":- UBU-Q-01/12/12" not later than Friday 14 December 2012 at 12h00 to: 29 Margaret Street, Ixopo 3276

The following conditions will apply:


- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A proof of registration in the database
- **BBBEE Certificate bearing SANAS LOGO (if your certificate does not have SANAS logo, it will be regarded as invalid)**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e rates, water)

NB: No quotations will be considered from persons in the service of the state.

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



Mr G M Sineke
Municipal Manager

TERMS OF REFERENCE

PREPARATION OF COMMUNICATION STRATEGY PLAN

A plan detailing how information and issues are presented in an order that people will understand and be able to respond to. This should be done by addressing the following:

- Internal Environment
- External Environment

- Community Environment
- Media Environment

- Communication Challenges
- Communication Messages & Themes
- Key Messengers
- Target Audience
- Key Channels
- Phases & Types of Events/Campaigns
- Structures & Processes
- Media Plan
- Strategy Document & Action Plan Guidelines
- Consultative Process
- Communications Requirements of Directorates
- Communications Action Plan

EVALUATION CRITERIA

STAGE 1: FUNCTIONALITY

In order to reach the final stage, the bidder must obtain at least 50% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 50% will not be considered for the 2nd stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

Qualification and functionality

Experience of the business in similar projects (maximum points= 50)

(Please provide a table indicating the nature of previous work, value, date commence and date completed)

0 year	= 0 points
1-2 year	= 10 points
3-5 year	= 30 points
6 + year	= 50 points

Size of previous experience in similar project (size value of previous jobs) (maximum points= 20)

R0	=0 point
R1 to R100 000	=5points
R 100 000 – R 300 000	=15points
R 300 000 +	=20 points

Personnel Experience in similar projects (maximum points=30)

(Please attach CV's of the proposed team to conduct this project. The CV's should summaries the previous working experience clearly indication the years)

0-years	= 0 points
1-2 years	= 5 points
3-5years	= 15 points
6 +	= 30 points

Stage 2

80 points for price

20 points for BBBEE

This is the final stage of evaluation is purely based on 80points for the price and 20 points for the BBBEE LEVEL. In ordered to claim the 20 points bidders are required to complete MDB 6.1 and submit their certified copy of BBBEE Certificate.

Enquiries: All technical enquiries may be directed to Ms Z Khumalo at 039 834 7700 during office hours.

