



**APPOINTMENT OF A PANEL OF ADVERTISING AGENCIES TO HANDLE
ADVERTISEMENT AND OTHER ARTICLES FOR THEMBSILE HANI LOCAL
MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

TENDER DATA

1.	The Employer is: Thembisile Hani Local Municipality Private Bag X 4041 Empumalanga 0458			
2.	Tender Documents			
	<p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>			
3.	<p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>			
4	<p>Communication.</p> <p>The Employer's Representative is;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> <p><u>Accounting Officer;</u> D.J.D. Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100</p> </td> <td style="width: 33%; padding: 5px;"> <p><u>Procurement Inquiries.</u> Supply Chain Unit Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9187</p> </td> <td style="width: 33%; padding: 5px;"> <p><u>Technical Inquiries.</u> Mr. N. Maserumule Private Bag X 4041 Empumalanga 0458 Tel : 013 986 9192</p> </td> </tr> </table>	<p><u>Accounting Officer;</u> D.J.D. Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100</p>	<p><u>Procurement Inquiries.</u> Supply Chain Unit Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9187</p>	<p><u>Technical Inquiries.</u> Mr. N. Maserumule Private Bag X 4041 Empumalanga 0458 Tel : 013 986 9192</p>
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4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information			

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

	issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.
5	<p>The Employer's right to accept or reject any tender offer</p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Thembisile Hani Local Municipality.</p>
6	<p>Tenderer Obligations</p> <p>6.1 The Council retains the right to call for any additional information that it may deem necessary</p> <p>6.2 If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner: 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss</p> <p>6.3 If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.</p> <p>6.4 At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,</p>
7.	<p>Proof of warrantee</p> <p>None</p>
8	<p>Compensation of tendering</p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>
9	<p>Check documents</p>

[Signature Box]

Tenderer

[Signature Box]

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[Signature Box]

Witness 2

[Signature Box]

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[Signature Box]

Witness 1

[Signature Box]

Witness 2



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	The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
10.1	<p>Confidentiality and Copyright of Documents.</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation</p>
11	<p>Submitting tender offer:</p> <p>11.1 No Tender document will be considered unless submitted on Council's Official Tender Document. Two copies of the tender documents must be submitted (Original and copy).</p> <p>11.2 Return all the returnable documents to the employer after completing them. All tender compliance documents must be bundled at the back of the tender document labelled accordingly.</p> <p>11.3 The employer's address for delivery of tender offers and identification details to be shown on such tender offer package are:</p> <p>Location of tender box: Thembisile Hani Local Municipality Physical address : Stand no 24 , Corner Police Station Kwaggafontein C , Empumalanga</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p> <p>11.4 All tender received by the Thembisile Hani Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p> <p>11.5 Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered</p>
12.	<p>Closing Time:</p> <p>12.1 The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12:00pm Closing Date: 17 May 2024 Location: Thembisile Hani Local Municipality Stand No. 24 Corner Police Station Kwaggafontein C Empumalanga 0458</p> <p>12.2 After the opening of the tender proposals, no information relating to the clarification, determination</p>

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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ADVERTISEMENT AND OTHER ARTICLES FOR THEMBISILE HANI LOCAL
MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

	of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the THLM.		
13.	<p>Pricing the tender</p> <p>State the rates and prices in Rand</p> <p>NB: Should prices be affected by exchange rates and price fluctuations, bidders should take forward cover and this be incorporated in the price tendered.</p>		
14.	<p>Alterations to the tender documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p>		
15	<p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p>		
16	<p>Tender offer validity</p> <p>The Tender offer validity period is 120 days from the closing date.</p>		
17	<p>Tender clarification after submission</p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>		
18	<p>Tender evaluation points</p> <p>18.1 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.</p> <p>18.2 Preference points for this bid shall be awarded for:</p> <p style="padding-left: 40px;">(a) Price; and (b) Specific goals.</p> <p>18.3 The maximum points for this bid are allocated as follows:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">POINTS</td> </tr> </table>		POINTS
	POINTS		

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**APPOINTMENT OF A PANEL OF ADVERTISING AGENCIES TO HANDLE
ADVERTISEMENT AND OTHER ARTICLES FOR THEMBISILE HANI LOCAL
MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific goals must not exceed	100

19.

Evaluation of Tenders

The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the THLM.

19.1

The following steps will be followed in evaluation;

1. Determination of whether or not tender offers are complete.
2. Determination of whether or not tender offers are responsive.
3. Determination of the reasonableness of tender offers.
4. Confirmation of the eligibility of preferential points claimed by tenderers.
5. Awarding of points for financial offer.
6. Ranking of tenderers according to the total points
7. Performance of risk analysis by checking the credit record of the tenderers

19.2

Evaluation Criteria

The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved

The tenders shall be considered for further evaluation when they score a minimum of **70** points out the maximum **100** points allocated.

Summary of Functionality	
Organising and Staffing	40
Experience of Firm	25
Infrastructure and resources	20
Professional registration	15
Total	100

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**APPOINTMENT OF A PANEL OF ADVERTISING AGENCIES TO HANDLE
ADVERTISEMENT AND OTHER ARTICLES FOR THEMBISILE HANI LOCAL
MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

	Tenders are adjudicated in terms of THLM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.
19.3.1	<p>Technical adjudication and General Criteria</p> <ul style="list-style-type: none"> ▪ Tenders will be adjudicated in terms of inter alia: ▪ Compliance with Tender conditions ▪ Technical specifications <p>If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.</p> <p>With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example</p> <ul style="list-style-type: none"> ▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted. ▪ If tender document is not fully completed as required and as stipulated in the tender data. ▪ If any tender document is tempered with or it is unbundled or unbundled. ▪ Failure to complete the schedule of quantities as required – only lump sums provided. ▪ Scratching out without initialling next to the amended rates or information. ▪ Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil. ▪ Failure to attend compulsory site inspections ▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “Authority for Signatory” ▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted. ▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications. ▪ The Tenderer’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract. ▪ The Tender has been submitted after the relevant closing date and time ▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance ▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. ▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory. <p>19.3.2 Size of enterprise and current workload</p> <ul style="list-style-type: none"> ▪ Evaluation of the Tenderer’s position in terms of: ▪ Previous and expected current annual turnover.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

19.3.3	<ul style="list-style-type: none">▪ Current contractual obligations▪ Capacity to execute the contract. <p>Staffing profile</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none">▪ Staff available for this contract being Tendered for▪ Qualifications and experience of key staff to be utilised on this contract.
19.3.4	<p>Proposed Key Personnel</p> <p>In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CVs) for the Staff available named and working on full time basis for the Tenderer. The CVs should follow the normal Professional Format as used by Professional Service Providers.</p> <p>Each CV should give at least the following:</p> <ul style="list-style-type: none">○ Position in the firm and within the organisation of this assignment○ PDI status (describing population group, gender and disabilities)○ Educational qualifications○ Professional Registrations○ Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.○ Language proficiency and○ References (company name, individual name, position held, contact details) <p>Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services</p>
19.3.5	<p>Previous experience</p> <p>The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved</p> <p>The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last five (5) years.</p> <p>Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:</p> <ul style="list-style-type: none">▪ Experience in the relevant technical field▪ Experience of contracts of similar size▪ Some or all of the references will be contacted to obtain their input.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**APPOINTMENT OF A PANEL OF ADVERTISING AGENCIES TO HANDLE
ADVERTISEMENT AND OTHER ARTICLES FOR THEMBISILE HANI LOCAL
MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

19.3.6	The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.
19.3.7	<p>Financial ability to execute the contract:</p> <p>Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Proof of warrantee ▪ Contact the Tender's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.
19.3.8	<p>Good standing with SA Revenue Services</p> <ul style="list-style-type: none"> ▪ Determine whether an original valid tax clearance certificate has been submitted. ▪ The Tenderer must attach a valid SARS tax verification PIN
19.3.9	If the Tender does not meet the requirements contained in the THLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation
19.3.10	<p>Penalties</p> <p>The Thembisile Hani Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Thembisile Hani Local Municipality for a period of 5 years
20	<p>The additional conditions of Tender are:</p> <p>1 Thembisile Hani Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</p> <p>2 The Thembisile Hani Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.</p>

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

FORM A: EVALUATION SCHEDULE: TENDER COMPLIANCE

Tender Compliance by the Contracting Firm

It must be noted that a total of **35 points** must be obtained by the Contracting Firm in relation to the requirements as mentioned on the table below failure which a tender shall be automatically eliminated from any further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Delegation of Authority (Note 01)	Delegation of Authority for Signatory signed by Senior Directors and/or Shareholders nominating representative on the project	Yes	5	
Completing tender document (Note 02)	Must initial every page in the tender document, signing and fill the tender document in full	Yes	5	
Company registration (Note 03)	Proof of Company Registration with Company Intellectual Property Commission (CIPC) and proof of shareholding	Yes	5	
Tax Pin Verification (Note 04)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5	
Municipal Account (Note 05)	A statement of the municipal account which does not owe municipal services for more than 90 days must be attached.	Yes	5	
CSD Report (Note 06)	A copy of CSD report of the company which is not older than 1 (one) month must be attached.	Yes	5	
Advertising Standards Authority certificate (Note 07)	A copy of the ASA certificate must be attached or any professional bodies that are affiliated with South African local advertising authorities	Yes	5	
Total 35 points				

Note 01: Delegation of Authority

In case of a Company, a delegation of Authority signed by the Consulting Firm's Board of Directors nominating a Team Leader as a delegated and authorized Signatory must be attached. In case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm's majority Shareholders nominating a Team Leader as a delegated and authorized Signatory must be attached. Failure to attach the Delegation of Authority certificate shall warrant an automatic elimination of tender from any further evaluation.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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ADVERTISEMENT AND OTHER ARTICLES FOR THEMBISILE HANI LOCAL
MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

Note 02: Completing tender document

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces signed, every page initialled accordingly and required documentation attached. The prospective bidder may not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of correction fluid are prohibited. Failure to adherence shall warrant automatic elimination of tender from any further evaluation.

Note 03: Company registration.

Proof of company registration documents in the form of a copy from the Company Intellectual Property and Commission (CIPC) must be attached, including a copy of a certificate for proof of shareholding. Failure to attach the CIPC certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 04: Tax Verification PIN

SARS tax registration and compliance with relevant tax legislation document in the form of a valid SARS Verification PIN certificate shall be attached. Failure to attach the Tax PIN report shall warrant an automatic elimination of tender from any further evaluation.

Note 05: Municipal Account

Attach an original or a copy of a municipal utility account not older than three (03) months. The account of any of the registered Director(s) or Company **must not be** in arrears for more than 90 days. Alternatively, attach a copy of the Lease Agreement along with the utility account of the landlord, whereby the company is leasing the property it is operating from. Failure to attach a valid municipal account shall warrant automatic elimination of tender from any further evaluation.

Note 06: CSD Report

Attach a copy of the CSD Summary Report of the company which is not older than one (01) month upon tender closure. The company address needs to reflect on the CSD. Failure to attach the report shall warrant an automatic elimination of tender from any further evaluation.

Note 07: Affiliation Certificate

In order to be considered for this tender you have to be registered with one of the following professional bodies **Advertising Media Association of South Africa (AMASA), Out of Home Media South Africa (OHMSA), Association for Communication and Advertising (ACA)** failing which the tender shall automatically be eliminated from any further evaluation.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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ADVERTISEMENT AND OTHER ARTICLES FOR THEMBESILE HANI LOCAL
MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

Person Authorised to sign Tender:

FULL NAME:

SIGNATURE: DATE:.....

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**APPOINTMENT OF A PANEL OF ADVERTISING AGENCIES TO HANDLE
ADVERTISEMENT AND OTHER ARTICLES FOR THEMBISILE HANI LOCAL
MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

FORM B: EVALUATION SCHEDULE - PERSONNEL AND PREVIOUS RELATED WORK EXPERIENCE

The Firm's tender responsiveness in relation to points is therefore summarized as follows:

SUMMARY OF FUNCTIONALITY	
Organising and Staffing	40
Experience of Firm	25
Infrastructure and resources	20
Professional registration	15
TOTAL	100

A FIRM MUST OBTAIN A MINIMUM OF 70 POINTS OUT OF THE 100 POINTS ABOVE TO BE CONSIDERED FOR PRICE AND SPECIFIC GOALS EVALUATION.

Project Manager / Team Leader

(Maximum points obtainable 20)

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	National Certificate in a relevant field such as Marketing, Journalism, Advertising, Communication or Public Relations or Media Studies (NQF Level 4)	No	3	
	National Diploma in a relevant field such Marketing, Journalism, Advertising, Communication or Public Relations or Media Studies (NQF Level 6)	No	6	
	Bachelor's Degree in a relevant field such Marketing, Journalism, Advertising, Communication or Public Relations or	No	10	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**APPOINTMENT OF A PANEL OF ADVERTISING AGENCIES TO HANDLE
ADVERTISEMENT AND OTHER ARTICLES FOR THEMBISILE HANI LOCAL
MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

	Media Studies (NQF Level 7)			
Sub-total			10	
Experience of Team Leader in similar projects		Elimination Factor		
Involvement of project leader in similar and comparable projects	1 – 3 Projects	No	3	
	4 – 6 Projects	No	6	
	7 projects and above	No	10	
Sub-total			10	
Total			20	

NOTE: SHOULD THE TEAM LEADER BE THE SAME AS GRAPHIC DESIGNER ZERO POINTS WILL BE ALLOCATED.

Graphic Designer: (Maximum Points obtainable 20)

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	National Certificate in a relevant field, such as Graphic Design, Advertising Design, Fine Arts or Marketing (NQF Level 4)	No	3	
	National Diploma in a relevant field, such as Graphic Design, Advertising Design, Fine Arts (NQF Level 6)	No	6	
	Bachelor's Degree in a relevant field, such as Graphic Design, Advertising Design, Fine Arts or Marketing (NQF Level 7)	No	10	
Sub-total			10	
Involvement	1 – 3 years of experience	No	3	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

of graphic designer in similar and comparable projects	4 – 6 years of experience		6	
	7 years of experience and above	No	10	
Sub-total			10	
Total			20	

NOTE: SHOULD THE GRAPHIC DESIGNER BE THE SAME AS TEAM LEADER ZERO POINTS WILL BE ALLOCATED.

ORGANISING AND STAFFING/PERSONNEL		
PERSONNEL	TOTAL	SCORES
Project Team Leader	20	
Graphic Designer	20	
TOTAL	40	

EXPERIENCE OF FIRM (Maximum Points obtainable 25)

Note: Company's previous completed projects

Provide proof of the company's previous completed projects which is in the form of verifiable appointment letters / orders and completion certificates issued with contact details. If these are not provided, zero points will be allocated in that regard.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in terms of advertising services /projects completed (similar projects)	1 - 3 Projects	No	15	
	4 – 6 Projects	No	25	
Sub-Total			25	
TOTAL			25	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

INFRASTRUCTURE OF FIRM

(Maximum Points obtainable 20)

Note 1: Capacity to executive & Implement the Project: Physical & other Resources.

The tender needs to indicate the list of equipment that they presently own or lease or will acquire /hire to successfully implement this contract if the tender is awarded.

Equipment that will be hired for this contract (Lease agreement must be attached)

The tender must also attach proof of ownership and software license or purchase certificate.

Evaluation criteria	Minimum required	Elimination Factor	Points obtainable (Own)	Points Obtainable (Leased)	Points Claimed
Company capacity in terms of assets ownership	Laptop or Desktop Computer	No	4	2	
	Internet Connection	No	4	2	
	Adobe or photoshop Software	No	4	2	
	Printer (black & Colour)	No	4	2	
	Vehicles	No	4	2	
Sub-Total			20	10	
TOTAL				20	

COMPANY'S PROFESSIONAL REGISTRATION

(Maximum Points obtainable 15)

Note 2: Professional registration with professional bodies

It must be noted that professional registration of the company, a maximum of **15 points** as indicated in the table below. Proof of company's professional registration in the form of a valid copy of **Advertising Media Association of South Africa (AMASA), Out of Home Media South Africa (OHMSA) or Association for Communication and Advertising (ACA)**. Failure to provide this shall warrant for scoring zero (0) in this category and shall further be eliminated for further evaluation:

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**APPOINTMENT OF A PANEL OF ADVERTISING AGENCIES TO HANDLE
ADVERTISEMENT AND OTHER ARTICLES FOR THEMBISILE HANI LOCAL
MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

Evaluation criteria	Minimum required	Elimination factor	Points obtainable	Points claimed
Company's professional registration (Note 2)	Advertising Media Association of South Africa (AMASA), Out of Home Media South Africa (OHMSA) or Association for Communication and Advertising	Yes	15	
Total			15	

TOTAL SCORE: _____/100

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2