



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELICOE AVENUE, ROSEBANK 2196
TELEPHONE +27(0) 11 328 4200 WEBSITE: WWW.NEDLAC.ORG.ZA

REQUEST FOR QUOTATION FOR COMMUNITY RADIO CAMPAIGN AND MEDIA BUYING SERVICES	
RFQ NUMBER:	RFQ10665
RFQ ISSUE DATE:	01 February 2023
CLOSING DATE AND TIME:	10 February 2023 at 16h00
RFQ VALIDITY PERIOD	N/A
DESCRIPTION OF SERVICES	APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER OR AGENCY TO CREATE AND IMPLEMENT COMMUNITY RADIO CAMPAIGN AND MEDIA BUYING SERVICES
SUBMISSION ADDRESS	Submissions to be sent electronically

PROCUREMENT ENQUIRIES	Name: Patricia Phogole 060 771 0780 Email: patricia@nedlac.org.za
TECHNICAL ENQUIRIES	Name : Nthabiseng Masinge 0726066169 Email : nthabiseng@climatecommission.org.za

.....

COMPANY REGISTRATION NUMBER:.....

CSD NUMBER :.....

ADDRESS:

.....

.....

CONTACT PERSON :

TEL:

FAX:

E-Mail :

Mobile:

\

TOTAL RFQ PRICE R(VAT Incl.)

\

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

--	--	--

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 - 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
 - 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature	Date
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
--	---------------

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a

- result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELlicOE AVENUE, ROSEBANK 2196
TELEPHONE +27(0) 11 328 4200 WEBSITE: WWW.NEDLAC.ORG.ZA

REQUEST FOR QUOTATIONS

APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER OR AGENCY TO CREATE AND IMPLEMENT COMMUNITY RADIO CAMPAIGN AND MEDIA BUYING SERVICES

1. INTRODUCTION

The Presidential Climate Commission (PCC) is a multi-stakeholder body established in 2020 by the President of South Africa to advise on the country's climate change response and support a just transition to a low-carbon climate-resilient economy and society. The commission comprises of government ministers and 22 commissioners that represent diverse perspectives of social partners, including academia, business, civil society, labour, and youth. The Commission emanates from the Presidential Summit held in October 2018, when social partners agreed that a statutory entity should be formed to coordinate and oversee the just transition towards a low-carbon, inclusive, climate-resilient economy, and society.

The PCC is currently hosted at the National Economic Development and Labour Council (NEDLAC), owing to its legal establishment processes currently underway. Nedlac requires a suitably qualified, experienced service provider to provide the Presidential Climate Commission with developing and implementing community radio campaign on just transition and community radio live broadcast at the PCC community consultations.

2. BACKGROUND

The PCC secretariate is running a series of events to engage with various stakeholders on South Africa’s Just Transition. The PCC conducts its work in an open and transparent manner with the aim of building social consensus around the complex and challenging decisions required to successfully navigate the climate transition. The PCC’s mandate emanates from the Presidential Jobs Summit held in 2018, and the PCC is committed to ensuring that the transition is socially just and that the needs of vulnerable groups are addressed.

With Just Transition campaign, we hope to adapt and scale-up our communications efforts to reach target groups in their homes and places of work, with just the aim:

- To raise awareness the impacts of climate change
- To drive Just Transition dialogues
- To highlight the importance of Just Transition and what it means.
- To promote engagement at grassroot level about Just Transition

3. SCOPE OF WORK

PCC Seeks an agency with capacity to supply community radio content development, production and media buying services.

- Development of a community radio media plan/concept
- Develop the scripts and buy airtime in English.
- Interview Schedule pre and post of Just Transition community consultation
- To conduct 5 live broadcasts (as and when needed).

Target Communities

Programme beneficiaries being served in the following districts will be targeted:

Districts	Province
City of Johannesburg Municipality	Gauteng
Sedibeng District Municipality	
Waterberg District Municipality	Limpopo
Capricorn District Municipality	

Nkangala District Municipality	Mpumalanga
Gert Sibande District Municipality	
Alfred Nzo District Municipality.	Eastern Cape
Nelson Mandela Bay Metropolitan Municipality	
John Taolo Gaetsewe District Municipality	Northern Cape
Frances Baard District Municipality	

Deliverables

Identified stations	Province	Language/s	Expectations	Duration
Vaal FM (Includes live broadcast)	Gauteng	English, isiZulu, Sesotho	<ul style="list-style-type: none"> Translated scripts into isiZulu, isiXhosa, Sepedi, Sesotho, Afrikaans 2x interviews per station (Pre and Post Community consultation) 1 station for live crossing/live broadcast (OBS) per province station (when we have community consultations) 	<ul style="list-style-type: none"> 15 Minute per interviews Live broadcast (OBS): Once-off 5 hours per community consultation
Sedibeng FM		Sesotho		
Waterberg FM (Includes live broadcast)	Limpopo	Sesotho, ShiVhenda		
Emalahleni FM (Includes live broadcast)	Mpumalanga	Ndebele, Isizulu		
Ligwa Community Radio		Isizulu, English, Ndebele		
Alfred Nzo FM (Includes live broadcast)	Eastern Cape	isiXhosa, English		
Bay FM		isiXhosa, English		
Kurara FM (Includes live broadcast)	Northern Cape	Afrikaans, English, Setswana		

4. Time Frames

The successful consultant should be available to start with planning and strategy development immediately.

ACTION	RESPONSIBLE	DATE
Deadline for applications	Consultant	10 February 2023
Appointment and contracting of consultant	PCC	13 February 2023
Briefing and planning meeting (<i>via Teams</i>)	Consultant & PCC	14 February 2023
Development of campaign concept and scripts	Consultant	16 February 2023

Approval of concept and scripts	PCC	17 February 2023
identification and rate negotiation	Consultant	17-19 February 2023
Radio programme broadcast (<i>timeframe of the broadcast to be to be advised and agreed</i>)	Radio Stations	20 February- 31 March 2023

As an organization committed to transformation in South Africa, PCC welcomes proposals from black-owned enterprises, and people with disabilities.

5. REQUIREMENTS OF THE SERVICE PROVIDER

The successful service provider must provide the following to demonstrate experience:

- 5.1 Brief proposal outlining approach (max 2 pages)
- 5.2 Detailed **quotation for the work** including any value for money benefit or discounts offered.
- 5.3 CV and/or company profile project leader/manager and team members
- 5.4 At least three short descriptions of previous completed similar assignments, including:
 - Campaign name
 - Signed reference letters from contactable references linked to these assignments.
- 5.5 Compliance documents (as listed on under Submission of Proposals below)

6. SUBMISSION OF DOCUMENTS

In addition to the requirements of 5.1. to 5.5. above, service providers must submit the following documents:

- Entity ownership type and BBBEE certificate
- Completed SBD forms.
- Proof of CSD registration

7. SELECTION AND EVALUATION CRITERIA

7.1 Evaluation criteria

The following evaluation criteria will be utilised:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Unacceptable

The below matrix will be used in scoring the submissions:

What is required?	Application of evaluation criteria	% Allocation
A. Competence and expertise of bidder measured in years of experience		
What is required?	Application of evaluation criteria	% Allocation
Detailed CV/or company profile indicating the number of years offering media buying, production and communications Services.	5= 10 or more years of experience 4= 6- 9 years of experience 3= 5 years of experience 2= 3-4 years of experience 1= 1-2 years of experience	40%
B: Competence and expertise of bidder measured in years of experience of project staff		
What is required	Application of evaluation criteria	% Allocation
The number of years for the following key personnel – 1) Project manager 2) Media sale executive. 3) Copywriter/Editor/Radio production executive or specialist	5= 10 or more years of experience 4= 6- 9 years of experience 3= 5 years of experience 2= 3-4 years of experience 1= 1-2 years of experience	30%
BC Similar projects completed		
What is required?	Application of evaluation criteria	% Allocation
Client reference letters for services rendered for a period of 3 years or more. Service provider must submit reference letters bearing a letterhead of the organisation who were the	5= 5 or more reference letters 4= 4 reference letters 3= 3 reference letters 2= 2 reference letters	30 %

<p>recipient of your services, contacts details and signed by that organisation's representative. Reference letters that do not meet the listed requirements will not be considered.</p>	<p>1= 1 reference letter</p>	
--	------------------------------	--

8. To note

- The minimum functionality points of seventy (70%) is required to qualify to be evaluated for pricing and BEE in phase two.
- The final decision and successful appointment will be made by Nedlac, and no correspondence will be entered into thereafter.
- Nedlac reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.

9. SUBMISSION AND ENQUIRIES

9.1 Service providers should send their quotation and accompanying relevant documentation to SCM at Patricia@nedlac.org.za and copy procurement@nedlac.org.za unit by 10 February 2023.

9.2 Technical enquiries regarding this RFQ should be emailed to nthabiseng@climatecommission.org.za

9.3 Procurement enquiries regarding this RFQ should be emailed to Patricia@nedlac.org.za and copy procurement@nedlac.org.za

10. PAYMENT TERMS

Payments will be made within 30 days from receipt of invoice and against presentation of satisfactory deliverables as will be agreed upon on appointment of the successful bidder/service provider.