



**SEDIBENG DISTRICT MUNICIPALITY**  
**FORMAL WRITTEN QUOTATION**

BID NO.:	DESCRIPTION	CONTACT PERSON
8/2/8/1-2023	Request for Proposal Supply of Videography, Sound System and Live Streaming Services for State of the District Address 2023	Ms. Busi Shabalala Email: <a href="mailto:busis@sedibeng.gov.za">busis@sedibeng.gov.za</a>

The employer is the **Sedibeng District Municipality**.

The physical address for collection of tender documents is the office of Sedibeng District Municipality, Third Floor, Cashier's Office, Corner Leslie & Beaconsfield Avenue, Vereeniging.  
(Contact Person: Madikgomo Ramonana at [madikgomoR@sedibeng.gov.za](mailto:madikgomoR@sedibeng.gov.za) OR [066 472 7253](tel:0664727253) for SCM Enquiries)

Documents will be available for download on the municipal website [www.sedibeng.gov.za/tenders](http://www.sedibeng.gov.za/tenders)  
**From Friday, 09 June 2023 and during weekdays thereafter.**

The closing time for receipt of bid tender document is **15:00am on Thursday, 15 July 2023**. Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Tenders, completed as prescribed, shall be sealed in an envelope marked with the bidder's address, Tender No. and Description and be deposited in the **TENDER BOX at Sedibeng District Municipality, Cnr Leslie and Beaconsfield Avenue, Vereeniging. (The tender box is outside the building, ground floor).**

**Bidders must take note of the following:**

- ✓ Bids must only be submitted on the bid documentation provided by the Sedibeng District Municipality;
- ✓ Bids will be evaluated according to the **80/20** preferential points system;
- ✓ Persons in the service of the state are not allowed to bid;
- ✓ The lowest or any other bid will not necessarily be accepted and the Municipality reserves the right to accept the whole bid or part thereof, or not to accept any bid;
- ✓ Late, unsigned, or incomplete bids will be disqualified;
- ✓ Bidders are requested to submit **two copies** (one copy and one original). Each copy must be clearly marked "**copy**" and "**original**";
- ✓ Bidders that are not registered on the Database will result to the tender being "**Non Responsive**"
- ✓ Bidders are requested to read and take note of the "Information to Bidders" attached on the bid document;
- ✓ All prospective suppliers are requested to attach their **Central Supplier Database (CSD)** registration number;

- ✓ The **CSD Summary Report** must be attached to the tender document submitted to Sedibeng District Municipality Main Building;
- ✓ Bidders who are not registered on the CSD are requested to contact National Treasury at [csd@treasury.gov.za](mailto:csd@treasury.gov.za) or on 012 406 9222 for any assistance / Sedibeng District Municipality Tender Advisory Helpdesk on **066 472 72 53**
- ✓ Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order;
- ✓ Bidders must ensure that the company status is “**In business**” with the Company and Intellectual Property Commission (**CIPC**);
- ✓ Bidders are requested to read and take note of the “information to Bidders” attached on the bid document;
- ✓ Bidders are required to submit original or certified copies of B-BBEE Status Level Verification Certificate together with their bids to substantiate their B-BBEE rating claims; and
- ✓ Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths
- ✓ A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.
- ✓ Appointed service provider must ensure there is enough capacity and manpower to cover the event,
- ✓ Be able to accommodate presentation, which will be incorporated in real – time into the Executive Mayor’s speech and Pre – recording of inserts and clips should be provided after the event;
- ✓ A compulsory dry run a day / two days before the event.
- ✓ Tenderers should attach an Up-to-date utilities Account or Statement/ Lease Agreement.