



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
HERITAGE MONTH: RADIO PLAY
2019/20 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
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TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT	2
1.1 INTRODUCTION	2
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT	3
1.2.1 Overall objective.....	3
1.2.2 Specific Objectives	3
2. SCOPE & extent of work	3
3. PROJECT TIME FRAME	4
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES	4
5. STAKEHOLDERS CONSULTATION	4
6. PROJECT MANAGEMENT	4
7. REPORTING MECHANISM	5
8. SUBMISSION OF BIDS	5
9. EVALUATION CRITERIA.....	5

1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Heritage Day is one of the newly created South African public holidays. It is a day in which all are encouraged to celebrate their cultural traditions in the wider context of the great diversity of cultures, beliefs, and traditions that make up the nation of South Africa. Alfred Nzo District Municipality normally celebrate Heritage Day Annually.

A person's heritage is made up of the practices and traditions that are passed on from parents to children. Heritage is also about what has been passed on from the family, community and place where people have been raised. For example a person may have grown up in a family of medical professionals or in a proudly Xhosa family where the old customs are still followed. This is part of their heritage. People also have a national heritage. A person who was born in South Africa has a South African heritage. This also means they have an African heritage because they were born on this continent.

There are different types of heritage. A country's natural heritage is its beautiful environment and natural resources like gold and water. Areas that are very special and where animals or plants are in danger of extinction like the St. Lucia Wetlands and uKhahlamba Drakensberg Parks in KwaZulu Natal are world heritage sites. They are respected and protected against harm.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

- To promote the talent of Alfred Nzo Actors
- To Coordinate and links the programmes and structures of the Heritage
- To Host and coordinate Alfred Nzo annual heritage programmes
- To Establish and maintain partnerships for the promotions of heritage in the district
- To Market and promote heritage throughout the district.
- To Coordinate and link the programmes and structures of the Heritage
- To Host and coordinate Alfred Nzo annual heritage programmes

1.2.2 Specific Objectives

- As per the scope of work

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the of a Script and produce a radio play that will be played in all Alfred Nzo Writing Community Radio and in Social Media Platfoms.

The department require a service provider who will:-

- a) Write a script and produce minimum of 30 minutes radio play that will do awareness campaign about COVID-19
- b) Employ Alfred Nzo Artists who will be the actors on the play (crew).
- c) Ensure that the end product is played in all three Alfred Nzo Community Radios (Alfred Nzo Community Radio, Inkinjane Community Radio, and Voice of Matat Community Radio) throughout the Month of September
- d) The focus when employing actors should be on Alfred Nzo Local Actors.
- e) The appointed service provider will be responsible to pay all expenses of the story (Radio Play).

f) The appointed Service provider should time to time work very closely with Alfred Nzo District Officials (Coordinators).

The appointed service provider should obey COVID-19 Regulations by:

- Ensuring that the crew wear Face Shield and musk's at all the times.
- Having adequate hand sanitizers for the whole crew.
- Ensuring that social distancing is practiced and maintained at all times.
- Studio to be used is fumigated, and sanitized before and during recordings.

It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

3. PROJECT TIME FRAME

The project time frame will be 1 month from the date of appointment of the service provider, which is anticipated to take place at the end of August 2020.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- 30 minutes Radio Play that will be played in three Alfred Nzo Community Radios

5. STAKEHOLDERS CONSULTATION

The successful service provider will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project.

6. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project

is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

A Project Steering Committee (PSC) made of ANDM officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDM officials and some members of the PSC to ensure that ANDM is able to approve claims made by the service provider.

7. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the PSC on a Daily basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

8. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Heritage Month: Radio Play" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the_____.

9. EVALUATION CRITERIA

Evaluation criteria of the tenders;

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	50
• Capacity and Expertise	30
• Methodology	20
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

PREVIOUS COMPANY EXPERIENCE (50)	Weighting
Traceable record for successful completion of a minimum of 03 or more Radio play or books or writing of Scripts.	50
Traceable record for successful completion of a minimum of 02 Radio play or books or writing of Scripts.	30
Traceable record for successful completion of a minimum of 01 Radio play or books or writing of Scripts.	20
And for projects less than 1	0
Maximum Weighting	50
<p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <p>- An Appointment Letter or Official Purchase Order</p>	

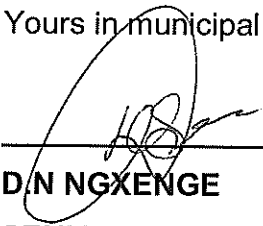
CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT	Weighting
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	[30]
A Project Team with the following areas of expertise:	
One or more personnel must have event management, Public Relations Management or communications qualifications.	30
No personnel with event management, Public Relations or communications qualifications.	0
Maximum Weighting	30
NB: Attach certified copies not older than 3 months for all qualifications	

METHODOLOGY (20)	Weighting [20]
a) Explain how the script of a radio play will be written (Brief Background of the script).	5
b) Explain how Alfred Nzo Actors will be employed to form part of the crew of the play.	5
c) Explain the strategies are going to be used to ensure that the radio play is played in all three Alfred Nzo Community Radios (Alfred Nzo Community Radio, Inkinjane Community Radio, and Voice of Matat Community Radio) and is circulating in all social media platforms.	5
d) Explain how and how much actors are going to be paid for their role played.	5
Maximum Weighting	20

For any queries regarding this tender, please contact [S Ntanga] for project related queries; on (039) 254 5025 or;
Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.


Alfred Nzo district Municipality
Erf 1400 Ntsizwa Street
Mount Ayliff
4735

Yours in municipal administration,



D.N. NGXENGE
SENIOR MANAGER: CDS

Recommendation by Specification Chairperson:

Approved/Not Approved


Mr. L. Mdutyana

Comments by Chairperson:

