



# **ALFRED NZO**

**DISTRICT MUNICIPALITY**

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**TERMS OF REFERENCE**  
**ALFRED NZO ANNUAL CULTURAL MUSIC FESTIVAL**  
**2020/21 FINANCIAL YEAR**

**Issued and Prepared by:**  
**Alfred Nzo District Municipality**  
**ERF 1400 Ntsizwa Street**  
**P/Bag x 511**  
**Mount Ayliff**  
**5735**

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## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1.1 INTRODUCTION**

The Alfred Nzo District Municipality, its local municipalities & other organs of the state have hosted the annual Alfred Nzo Cultural Music Festival in September Month and the programme forms part of the district heritage month activities. It celebrates and profiles the cultural diversity that exists within the district. Previous years the Festival has played a significant role in igniting tourism and economic development within the district.

### **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

#### **1.2.1 Overall objective**

- To allow Alfred Nzo Artists to produce two video clips doing awareness campaign on COVID-19 pandemic through Maskhandi Music.
- To promote the Alfred Nzo district and its Local municipalities as a home of heritage and cultural diversity.
- To solicit a long standing partnership with both electronic and print media to promote cultural diversity with the district
- To showcase and Promote cultural diversity through sharing of district Culture and Heritage with the municipality's motto, that says "Place of Unity in Diversity"
- Promote Ubuntu, patriotism, moral values and extra-ordinary talent of our local artists.
- To conduct Alfred Nzo Municipal Cultural Festivals, exchange programs in terms of cultural diversity with the aim of marketing the district

#### **1.2.2 Specific Objectives**

N/A

## **2. SCOPE & EXTENT OF WORK**

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the facilitation the availability of twenty (20) Alfred Nzo Maskhandi Artists.

The following gives a high level indication of activities to be undertaken;

- Alfred Nzo Maskhandi Artists will be requested each to make 5 minutes video clip singing, dancing and making awareness campaign about Covid-19 and send them to the appointed service provider.
- Out of all videos submitted, a panel made up of Appointed Service Provider, ANDM official, and CAHD Interim Structure will scrutinize all videos and come out with best 20 videos.
- The appointed service provider will be responsible to facilitate payment to 20 selected Maskhandi Artists an amount of R 5 000.00 per each artist.

NB:

- The service provider should have proof of previous work records with maskandi artists.
- The bidder should have good relations with community radio stations.

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 one (1) months from the date of appointment of the service provider, which is anticipated to take place at the end of September 2020

#### **4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES**

- Proof of payment of 20 Artists
- Database of all Artists got paid

#### **5. STAKEHOLDERS CONSULTATION**

The successful service provider will time to time be required to undertake stakeholder consultations and engagements with Creative Arts and Heritage Development Interim Structure and ANDM: CAHD Officials 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 Creative Arts and Heritage Development Interim Structure 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 CAHD Interim Structure 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 CAHD Interim Structure.

## 8. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Alfred Nzo Annual Cultural Festival" 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.

### EXAMPLE:

ITEM	Weight
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	<b>100</b>
• Previous Experience	50
• Capacity and Expertise	30
• Resources to Execute the work	20
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>

<b>PREVIOUS COMPANY EXPERIENCE (50)</b>	<b>Weighting</b>
Traceable record for successful completion of a minimum of 04 or more Cultural Festivals, or Facilitation of Maskhandi Artists, or Arts and Culture events.	50
Traceable record for successful completion of a minimum of 03 Cultural Festivals, or Facilitation of Maskhandi Artists, or Arts and Culture events.	40
Traceable record for successful completion of a minimum of 02 Cultural Festivals or Arts and Culture events.	35
Traceable record for successful completion of a minimum of 01 Cultural Festivals or Arts and Culture events.	25
<b>Maximum Weighting</b>	<b>50</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <ol style="list-style-type: none"> <li>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 4 Projects were done for ANDM, 4 Assessment bidder forms must be completed.</li> <li>2. In ADDITION to the above, a traceable record will be evaluated on the basis of: <ul style="list-style-type: none"> <li>- A reference letter/Appointment Letter or Official Purchase Order</li> </ul> </li> </ol>	

<b>Capacity and Expertise to Undertake the Project</b>	<b>Weighting</b>
<b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b>	<b>[20]</b>
<b>A Project Team with the following areas of expertise:</b>	<b>[20]</b>
One or more personnel must have event managements, Public Relations Management or Communications qualifications.	20
<b>Maximum Weighting</b>	<b>20</b>
<b>NB: Attach certified copies not older than 3 months for all qualifications</b>	

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,

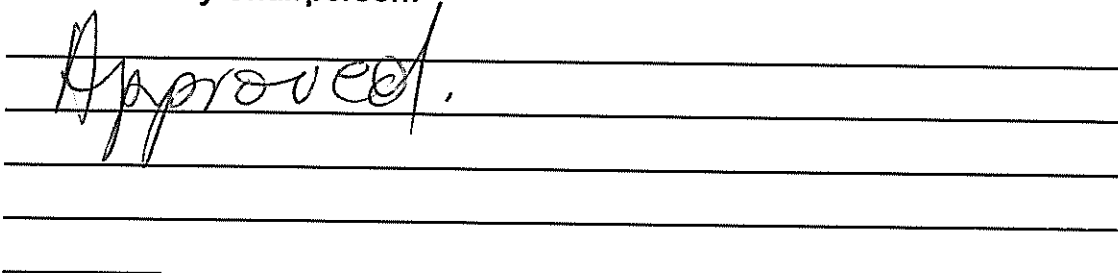
  
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**APPROVED BY:**  
**D.N NGXENGE**  
**SENIOR MANAGER: CDS**

**Recommendation by Specification Chairperson:**

**Approved/Not Approved**

  
\_\_\_\_\_  
**Mr. L. Mdutyana**

**Comments by Chairperson:**

  
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