



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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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 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 Community Radios (Alfred Nzo Community Radio, Inkinjane Community Radio, and Voice of Matat Community Radio) with coverage in Alfred Nzo District.
- 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.

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 November 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.

7. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the CAHD interim structure 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 bids;

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
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STAGE 1 OF EVALUATION – FUNCTIONALITY	100
□ Previous Experience	40
□ Capacity and Expertise	40
□ Methodology	20
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINT	100
BBBEE POINTS	20
Price	80
PREVIOUS COMPANY EXPERIENCE	Weighting (40)
Note: the scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of 02 or more Radio play or books or writing of Scripts.	40
Traceable record for successful completion of a minimum of 01 Radio play or books or writing of Scripts.	20
Maximum	40
Weighting Note COMPULSORY attachments for verifying work done:	
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.	
2. In ADDITION to the above, a traceable record will be evaluated on the basis of:	
- An Appointment Letter or Official Purchase Order	

CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT	Weighting [40]
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	

A Project Team with the following areas of expertise:	
One or more personnel must have minimum NQF Level 6 in Public Relations Management or communications qualifications.	40
Maximum Weighting	40
NB: Attach CV and certified copies not older than 3 months for all qualifications	

METHODOLOGY	Weighting [20]
a) Explain how the script of a radio play will be written (Brief Background of the script).	5
b) Explain how Actors will be sourced within Alfred Nzo DM to form part of the crew.	5
c) Explain the strategies to ensure that the radio play is played in all three 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) Provide a brief summary of expenditure for the play.	5


Maximum Weighting (30+20)	50
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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:

Approved
