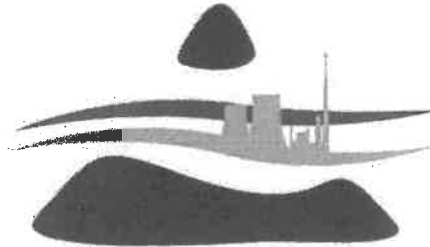


**FEZILE DABI
DISTRICT MUNICIPALITY**



**BID DOCUMENT
NOTICE NO FDDM: 005/2025-26**

**PROCUREMENT OF A SERVICE PROVIDER TO SUBMIT
PROPOSAL/QUOTATION FOR MEDIA COVERAGE RELATED TO
INFRASTRUCTURE**

CLOSING DATE 14TH AUGUST 2025 @ 12:00PM

PREPARED FOR/BY:

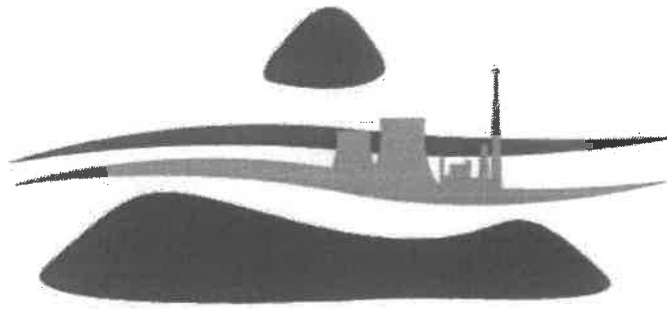
FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

TEL: (016) 970 8600
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT
(016) 970 8600 OR

BIDDER: _____

BID AMOUNT (VAT INCL.): _____



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 004/2025-26

Date: 08 August 2025

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

PROCUREMENT OF A SERVICE PROVIDER TO SUBMIT PROPOSAL/QUOTATION FOR MEDIA COVERAGE RELATED TO INFRASTRUCTURE

SPECIFICATIONS

-Kindly refer to the attached specification

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 14 August 2025 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- In a case of an event, preference will be given to local service providers
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, NOT LONGER THAN 7 WORKING DAYS AFTER ORDER.

- For all transaction tax Clearance certificate must be attached.
- The service provider MUST complete the following MBDs form (4, 6.1, 8 and 9) failure to complete those forms will led to disqualification.
- Copy of company registration reflecting equity owned by the members and status.
- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022 and adopted by council on the 28 February 2023
- Only companies registered on the CSD will be considered.
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord stamp or lease agreement with Landlord municipal rates and taxes or Affidavit with Landlord municipality rates and taxes.
- ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) summary report must be attached to the tender/bid document.

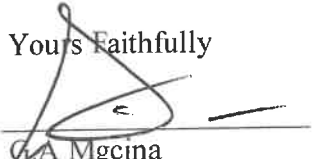
POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ SPECIAL GOALS	20
Special Goals	Points Allocation
Youth 51-100% owned (provide shareholders certificate and ID copy)	5
Women 81-100% owned (provide shareholders certificate and ID copy)	5
Locality (within Fezile Dabi District Municipality, prove proof of address)	10

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R50.00 per copy, **bidders are welcome to request the bid document from SCM unit to be email for free.**

Yours Faithfully


G.A Mgcina
CHIEF FINANCE OFFICER

FEZILE DABI DISTRICT MUNICIPALITY

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT AND INFRASTRUCTURE

**INVITATION FOR SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR MEDIA COVERAGE
RELATED TO INFRASTRUCTURE**

PROJECT HANDOVERS AND MEDIA TOURS IN MAFUBE LOCAL MUNICIPALITY

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4. Key stakeholders and invitations
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1. INTRODUCTION AND BACKGROUND

Fezile Dabi District Municipality (FDDM) is a Category C municipality located in the northern part of the Free State Province, South Africa. It comprises four local municipalities: Metsimaholo, Ngwathe, Moqhaka, and Mafube. The district is strategically positioned along major transport routes, including the N3 highway, and is known for its agricultural, industrial, and mining sectors. FDDM plays a pivotal role in promoting local economic development (LED), infrastructure enhancement, and sustainable growth to improve the quality of life for its residents.

In line with the Integrated Development Plan (IDP) and the Municipal Infrastructure Grant (MIG) programme, FDDM has undertaken several infrastructure projects aimed at addressing service delivery backlogs, enhancing water supply, sanitation, recreational facilities, and overall community resilience. These projects are critical for fostering economic inclusion, job creation, and social cohesion in underserved areas.

Specifically, within the Mafube Local Municipality—which includes towns such as Villiers, Frankfort, Tweeling, and Cornelia—FDDM is set to hand over completed infrastructure sites funded through MIG. These handovers represent milestones in the district's commitment to the National Development Plan (NDP) and the Sustainable Development Goals (SDGs), particularly those related to clean water and sanitation (SDG 6), sustainable cities and communities (SDG 11), and decent work and economic growth (SDG 8).

To maximise the impact of these handovers, FDDM seeks to engage professional service providers for comprehensive media coverage, documentation, and publication services. This will ensure widespread awareness, stakeholder engagement, and transparency in the utilisation of public funds. The services will highlight the transformative effects of these projects on local communities, such as improved access to potable water through boreholes, enhanced sanitation via pump stations and sewer infrastructure, and recreational opportunities via sports grounds.

This RFP invites suitably qualified and experienced service providers to submit proposals.

The total initiative aligns with FDDM's broader LED strategy, which emphasises resilience against economic challenges, promotion of tourism through infrastructure visibility, and collaboration with sector departments. FDDM encourages participation from historically disadvantaged individuals (HDIs), women-owned enterprises, youth-led businesses, and local service providers to promote empowerment and skills transfer in the media and communications sector.

2. OBJECTIVES OF THE RFP

The primary objectives of this RFP are to:

- Procure high-quality media to publicise the handover of MIG-funded infrastructure projects in Mafube Local Municipality.
- Enhance public awareness of FDDM's infrastructure achievements, thereby building trust and accountability.
- Facilitate stakeholder engagement by inviting relevant sector departments, mayors, speakers, and community leaders to participate in the events.
- Produce professional content (videos & photographs,) that can be used for ongoing marketing, reporting to oversight bodies like the Auditor-General, and integration into FDDM's annual reports.
- Promote LED by showcasing how these projects contribute to job creation, skills development, and economic diversification in rural areas.
- Ensure cost-effective delivery within the specified budgets, adhering to the Municipal Finance Management Act (MFMA) and Supply Chain Management (SCM) regulations.
- Foster innovation in media presentation, such as incorporating drone footage for aerial views of projects or interactive digital elements for broader reach.

Secondary objectives include capacity building for local media practitioners through potential subcontracting and knowledge sharing, as well as measuring the impact of the coverage through metrics like social media engagement.

3. SCOPE OF WORK

Service providers must demonstrate expertise in media production, event coverage and graphic design. All work must comply with South African copyright laws, data protection regulations (POPIA), and ethical journalism standards.

3.1 Media Coverage and Documentation for Infrastructure Project Handovers and Media Tour

This project involves on-site media activities during the handover ceremonies and a guided media tour of MIG projects in Mafube Local Municipality (Villiers, Frankfort, Tweeling, and surrounding areas like Namahadi). The events is scheduled for 29 August 2025.

Key activities include:

- **Livestreaming On-Site:** Provide real-time livestreaming of the handover ceremonies and media tour using professional equipment (cameras, microphones, stable internet connectivity). The stream must be broadcast on either FDDM's social media platforms (Facebook, X, YouTube) and website, or the service provider's social media platforms. Include multi-angle coverage, live captions, and interactive Q&A sessions. Ensure redundancy for technical failures, such as backup power sources.

- **Interviews:** Conduct and record structured interviews with key stakeholders, including the Executive Mayor of FDDM, Mayors of Mafube Local Municipality, Municipal Managers, Speakers of Councils, project engineers, community beneficiaries, and representatives from invited sector departments (e.g., Department of Water and Sanitation, Department of Sport, Arts and Culture). Interviews should focus on project impacts, challenges overcome, and future plans. Provide transcripts and edited clips.

- **Videography Profiling Each Project:** Produce high-definition videos (minimum 4K resolution) profiling each infrastructure site:

- Boreholes in Tweeling (for water supply enhancement).
- Pump Station in Tweeling (for improved water distribution).
- Sports Ground in Namahadi (recreational facility upgrade).
- Sewer Pipe Bridge in Namahadi (sanitation infrastructure to prevent overflows).
- Pump Station in Villiers (sewage management system).

Videos must include before-and-after footage, beneficiary testimonials, technical explanations, and narrative storytelling. Total video output: One 5-7 minute overview video and five 2-3 minute project-specific profiles.

- **Photography for the Day:** Capture professional photographs (high-resolution, RAW format) of the events, including group shots, action images during tours, and detailed shots of infrastructure. Minimum 50 edited photos, categorised and delivered with metadata.

- **Before Article:** Draft and publish a pre-event article (800-1000 words) on the service provider's website, highlighting the upcoming handovers, project backgrounds, and expected benefits. Include quotes from FDDM officials and infographics.

- **Article After:** Produce and publish a post-event article (1000-1200 words) on the service provider's website, summarising the handovers, key speeches, stakeholder feedback, and outcomes. Distribute via FDDM website, and partnering media.

Additional enhancements: Incorporate accessibility features like sign language interpretation in videos and alt-text for photos. Provide raw footage for FDDM archives.

4. KEY STAKEHOLDERS AND INVITATIONS

FDDM will invite sector departments involved in the projects, such as the Department of Cooperative Governance and Traditional Affairs (COGTA), Department of Water and Sanitation (DWS), and Department of Human Settlements, MISA etc. Mayors and Speakers from FDDM and Mafube will be key participants.

Service providers must coordinate with FDDM for protocol, such as VIP handling during interviews and tours. Invitations will be managed by FDDM, but providers may assist with media invites.

5. DELIVERABLES

- **Deliverables:** Livestream links, interview transcripts/videos, project profile videos, photo albums (digital and USB), pre- and post-event articles (with proof of publication on service provider's website).

6. EVALUATION CRITERIA ON FUNCTIONALITY

FUNCTIONALITY	100 POINTS
1.Service provider/Media company must demonstrate Experience on similar work done: Provide links of work done set off; 1 x documentaries, 1 x profiling videos and 1 x community project 1 or 2 set/s = 25 points 3 or 4 sets = 50 points e.g submitting set of 1 x documentary link, 1 x profiling video link and 1 x community project is equals to 25 point per set/s.	50
2.Service provider/Media company must provide appointment letter/s from your previous client/s 1 appointment letter is equals to 5 points 2 appointment letters is equals to 10 points 3 appointment letters is equals to 15 points 4 appointment letters is equals to 20 points	20
3.Service provider/media company active digital platforms on Twitter, X, Facebook, YouTube, Tiktok, Website, linkedin and Google news. If all of the above account are active the bidder score 30 points. if not all or one of the above account are not active the bidder score zero. Provide links of those platforms	30

The bidder must obtain **70 points** on functionality for further evaluation on pricing