

REQUEST FOR QUOTATION NOTICE AND INVITATION



QUOTATION NUMBER: MLM QUO-11-08-2026

ISSUED DATE: TUESDAY. 25 AUGUST 2026
COMPULSORY BRIEFING SESSION: MONDAY. 31 AUGUST 2026
CLOSING DATE: 11 SEPTEMBER 2026

SUPPLY, INSTALLATION, AND COMMISSIONING OF MEDIA, PODCAST AND LIVESTREAMING STUDIO EQUIPMENT

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003) and in accordance with the SCM regulations section 18 of the local government municipal finance act 56 of 2003. Quotations are hereby invited for the appointment of a service provider for **SUPPLY, INSTALLATION, AND COMMISSIONING OF MEDIA, PODCAST AND LIVESTREAMING STUDIO EQUIPMENT** from suitable and authorized tenderers. Adherence to minimum technical specification applies.

A compulsory clarification meeting with representatives of the Employer will take place at **Piet Retief Library (Mkhondo Local Municipality) on Monday, the 31st of August 2026 starting at 11H00.**

Detailed specifications and prescribed documentation are available on the Councils website, www.mkhondo.gov.za under the "RFQ" section. This documentation can also be made available via email if required. Technical queries relating to this request for quotation can be addressed to Ms R.Masuku, Tel: 017 004 0197, Email: RMasuku@mkhondo.gov.za and administrative queries can be addressed to Mr MC Gumede, Tel 017 004 0197, and email mgumede@mkhondo.gov.za.

This RFQ can only be submitted on the documentation that is issued. Supporting and additional documentation are welcome as outlined. All submissions will be adjudicated in terms of the Mkhondo Local Municipality's Procurement Policy and Bids will be evaluated in accordance with the Preferential Procurement Policy Framework Act No 5 of 2000 as well as the Preferential Procurement Regulations, 2022 (PPR 2022). The 80/20 Price and Specific goals Point System will be applicable for this tender. A total of **15** preference points shall be allocated on proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the Requirements and a total Of **5** preference points shall be allocated on a proportional or pro rata basis for implementing of programmes. The Council reserves the right not to award the RFQ to the lowest bid or not at all or in part.

The RFQ Documents can be submitted during normal working hours, which are 07h30 - 16h30 Mondays to Mondays and 07h30 to 13h30 on Mondays. The closing date for receipt of this RFQ is **12h00 on Friday the 11th of September 2026**. Telegraphic, telephonic, and Late or incomplete submissions will not be accepted. Submissions must be deposited in the Tender Box situated at the main reception of the Mkhondo Local Municipality Finance Department, Corner of Mark and De Wet Streets, eMkhondo.

Submissions must be accompanied by a formal written price quotation on a company letterhead, addressed to "THE MUNICIPAL MANAGER, MKHONDO LOCAL MUNICIPALITY, in a sealed envelope duly endorsed "**MLM QUO-11-08-2026: "DESCRIPTION"** and must contain the following Schedules **unless otherwise notified:-**

BIDDERS WHO ARE NOT REGISTERED ON CENTRAL SUPPLIER DATABASE WILL NOT BE CONSIDERED: TO REGISTER LOG ON TO:
WWW.CSD.GOV.ZA

BIDDERS MUST COMPLETE THE PROPOSAL DOCUMENT WHERE ENTRIES BY THE BIDDER ARE REQUIRED, IN INDELIBLE BLACK INK, AND NOTICE MUST BE TAKEN THAT TIP-EX OR ANY OTHER CORRECTIVE MEASURES CAN NOT BE USED IN THE DOCUMENT. ALL ALTERATIONS MUST BE INITIALLED OR SIGNED BY THE PERSON AUTHORISED TO DO SO.

QUOTATION MUST BE ACCOMPANIED BY THE FOLLOWING MANDATORY DOCUMENTS (BIDDERS THAT FAIL TO SUBMIT DOCUMENTS INDICATED AS COMPULSORY WILL BE DISQUALIFIED):

- Certified copies of all directors' Identity documents- **(compulsory)**.
- Proof of company registration (CIPC) – **(compulsory)**.
- Tax compliance status pin number issued by SARS – **(compulsory)**.
- Current (most recent) municipal account (not in arrears for than 3 months) / lease agreement if renting (signed by both lessor & lessee). Bidders residing in non-billed areas must attach valid proof of residence / letter from Tribal Authority. – **(compulsory)**.
- Central Supplier Database registration number - **(Compulsory)**.
- Proof of authority of signatory in a company letterhead - **(Compulsory)**.
- Duly completed and signed provided Municipal Bidding Documents (MBD) forms - **(compulsory)**.
- Certified copy (or copies) of relevant qualification certificate(s) - **(compulsory)**.

EVALUATION CRITERIA

Bids will be evaluated using method 2 Administrative Compliance, Mandatory Requirements, Functionality, price and preference. Bidders are expected to score a minimum of **50% (or 35 out of 70 points)** to be considered for further evaluation.

#	Bid evaluation criteria for functionality	Criteria and Points	Points allocation	Points Allocated	Maximum points
1.	Experience in Similar Projects: The bidder must demonstrate proven experience in designing, supplying, installing and commissioning media, podcast, and livestreaming studios or similar audio-visual production facilities.	(45 Claimable Points) Signed and Dated reference Letters on Client Letterheads, issued within the past five years; clearly showing the nature of project completed, and support documentation for work undertaken for the client.	1 – 2 Reference Letters with supporting evidence (completion certificates / project close-out reports / commissioning reports) 3 – 4 Reference Letters with supporting evidence (completion certificates / project close-out reports / commissioning reports) 5 or more Reference Letters with supporting evidence (completion certificates / project close-out reports / commissioning reports)	15 30 45	45
2.1	Key personnel qualifications and experience for the project	(25 Claimable Points) - Project manager CV (At least 5 years of experience in managing Audio Visual related projects). Provide a detailed CV that includes: - Relevant work history - Specific projects related to audio-visual Managed Roles and responsibilities held in these Projects. <i>Minimum NQF Level 6 qualification in Audio-Visual Technology or a related field</i>	5 or more years of experience 3-4 years of experience: 5 Points - Less than 3 years of experience: 0 points	10 5 0	10
2.2	Key personnel qualifications and experience for the project	- Lead studio designer CV (At least 5 years studio design experience). Provide a detailed CV of a Lead Studio Designer, responsible for studio layout, acoustic planning, and equipment integration. Provide a detailed CV that includes: - Relevant studio design experience - Specific studio projects completed - Roles and responsibilities in each project <i>Minimum NQF Level 6 qualification in Studio Design, Sound Engineering or a related field.</i>	5 or more years of extensive Experience 3-4 years of experience: 1-2 years of experience - less than 1 year: 0 points	15 10 5 0	15
TOTAL					(70 POINTS)

Bids will be evaluated in accordance with the Preferential Procurement Regulation, 2022 and Supply Chain Management Policy of Mkhondo Local Municipality will apply in the adjudication process. According to the Preferential Procurement Policy Framework Act No.5 of 2000, the 80/20 Price and Preference Point System will be applicable for this RFQ. A maximum of 20 Preference Points will be allocated for specific goals.

A total of 15 preference points shall be allocated on a proportional or pro-rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals. A total of 5 points will be allocated on enterprises regarded as EMEs located within the local area of jurisdiction.

RULES OF BIDDING/ INSTRUCTIONS

- Council reserves the right to withdraw, re-advertise, to award the bid wholly or partly and not to award the lowest bid offer and to appoint more than one (1) service provider.
- All certified copies of documents cannot be older than three (3) months
- Only suppliers that are registered on the Central Supplier Database will be considered for appointment. Please go to www.csd.gov.za to register before submission of quotations
- Valid formal signed price quotations must be submitted with the document, and all prices will be evaluated inclusive of costs.
- Price(s) quoted must be firm and valid for at least 30 days from date of offer. Quotes that do not cover the scope or specifications will be disqualified.

NO AWARDS WILL BE MADE TO A PERSON:

- Who are in the service of the state,
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state,
- Who is an advisor or consultant contracted with the municipality or municipal entity and,
- When the Company is restricted to do business with the organs of the state.

Note: Prospective Bidders are required to bring own measuring tools to ensure the measurements provided are exact in terms of the specifications of the materials to be supplied

M.J. Mkhonza
Municipal Manager
Mkhondo Local Municipality
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eMkhondo
2380