

(045) 932 8196



(086) 216 8784



1, Seller Street, Maclear, 5480

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated at 1 Seller Street, Maclear, Finance Department, Cashiers Reception area before 12h00 on the 02 May 2017. For **queries** please email to scm@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Ms N Dingane **Tel: 045 932 8161**
Finance Department: Ms B.Mbizweni **Tel: 045 932 8198**

PRODUCTION OF EXTENDED PLAY FOR A HIP HOP GROUP: ELM-1/018/2016-2017

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 OR **Valid Tax Clearance Certificate OR** Tax Compliance status documents with PIN from SARS.
- Proof of registration with Web Central Supplier Database (A bidder must attach CSD registration report with Supplier No. and Unique Code)
- Original B-BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level) or Sworn Affidavit confirming BBBEE Level.
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- Certified copies of Company Registration certificate and IDs.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, MBD 8 and MBD 9 (downloadable on the website and found at Supply Chain Office).
- A statement of Municipal Account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates OR a letter from a ward councillor.
- Joint Venture must also attach the JV agreement, original or certified copy of consolidated BBBEE certificate and the letter of signatory.
- The proposal should contain a company profile with:
 - Experience in producing hip-hop artists.
 - Clear approach that would be used by the producer to execute the assignment.

- Network base (companies or individuals) of the producer in the entertainment/music industry
- Contactable references

Minimum threshold for functionality

The minimum threshold for functionality is 70 points

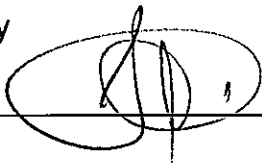
NB: No quotations will be considered from persons in the service of the state¹

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Elundini Local Municipality Supply Chain Management Policy will apply;
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- **Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered**
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE

A handwritten signature in black ink, consisting of several loops and a vertical stroke, written over a horizontal line.

DATE

02/05/2017

SPECIFICATION

Elundini Local Municipality (ELM) is seeking services of an experienced hip hop producer to produce high quality Extended Play (EP) for a male hip hop group of five members. The producer will be expected to play a role of an agent for the group for marketing and signing with a record label.

- Produce Hip hop Extended Play (EP) of 5-6 tracks
 - Arrange studio time and production
 - Do mixing, effects and mastering
 - Do styling, wardrobe for cover shoot & sleeve design
 - Provide the municipality with master copy
 - 100 CD printing using acceptable format
 - Make at least one music video
 - Register all produced songs to SAMRO
 - Sign draft notification of work during studio production with clear contribution of all role players

- Marketing of the EP
 - Upload on iTunes or any other music download media
 - Approach at least five social media influencers/celebrities or more to push the marketing campaign with at least 30-100 retweets or shared and likes
 - Approach at least 20 ordinary social media activists or more to push the marketing campaign with at least 20 retweets or shared and likes
 - Distribute a copy to radio music compilers
 - Distribute the music video to music channels
 - Revamp the current facebook page of the group and mobilise more likes for the page
 - Organise listening sessions with media and other influential people
 - Organise interviews with media especially newspapers and radio
 - Approach record labels with the intention to sign the group

- Prepare all the logistical arrangement
 - Arrange accommodation including all meals (breakfast, lunch and dinner) for the duration of EP production
 - Arrange return transport for the group (transport from the Eastern Cape to destination and to and fro place of accommodation to recording studio venue).

Deliverables

- Submit the first demo of the songs to the municipality and artist for input and signing off.
- Avail all files to the municipality including the master copy
- Deliver 100 sleeved CD copies
- Submit studio draft notification form signed by the group and producer
- Music downloadable on media platforms
- Trending of the group on social media
- Newspaper clips and interview clips
- Group signed with the record label
- Submit music video copy

Submission Requirements

The proposal should contain a company profile with:

- Experience in producing hip-hop artists.
- Clear approach that would be used by the producer to execute the assignment.
- Network base (companies or individuals) of the producer in the entertainment/music industry
- Contactable references

Functionality Evaluation Score Card

Bids that scores less than 70 (seventy) points out of 100 (one hundred) points in respect of the following pre-evaluation eligibility criteria, will be regarded as non-responsive

Note: it is compulsory to obtain points on each of the functionality categories

Evaluation Criteria	Weight																				
1. Experience:	55																				
<p>1.1. Producer experience on projects of similar nature = 40</p> <p>1.1.1. Produced or co-produced at least five or more well-known national hip hop artists = 40</p> <p>1.1.2. Produced or co-produced at least three to four well-known national hip hop artists = 20</p> <p>1.1.3. Produced or co-produced less than three well-known national hip hop artists = 10</p> <p>1.2. Network Base of the Producer = 15</p> <p>1.2.1. Within a business network of 10 or more influential people/companies in the entertainment industry = 15</p> <p>1.2.2. Within a business network of five to nine influential people/companies in the entertainment industry = 10</p> <p>1.2.3. Within a business network of less than five influential people/companies in the entertainment = 5</p> <p>1.2.4. Zero network = 0</p>																					
2. Methodology:	30																				
<p>2.1. Adherence to the scope of work = 15</p> <p>2.2. Partial adherence to the scope of work = 5</p> <p>2.3. Non-adherence to scope of work = 0 and <u>will be considered non-responsive</u></p>																					
<p>2.4. Proposed implementation plan and schedule = 15</p> <table border="1" data-bbox="126 1424 1153 2007"> <tbody> <tr> <td data-bbox="126 1424 715 1476">• Turnaround time for EP production</td> <td data-bbox="715 1424 960 1476">1 month</td> <td data-bbox="960 1424 1153 1476" rowspan="3">15</td> </tr> <tr> <td data-bbox="126 1476 715 1527">• Turnaround time for marketing</td> <td data-bbox="715 1476 960 1527">3 months</td> </tr> <tr> <td data-bbox="126 1527 715 1621">• Turnaround time for approaching record labels</td> <td data-bbox="715 1527 960 1621">6 months</td> </tr> <tr> <td data-bbox="126 1621 715 1673">• Turnaround time for EP production</td> <td data-bbox="715 1621 960 1673">2 month</td> <td data-bbox="960 1621 1153 1673" rowspan="3">10</td> </tr> <tr> <td data-bbox="126 1673 715 1724">• Turnaround time for marketing</td> <td data-bbox="715 1673 960 1724">6 months</td> </tr> <tr> <td data-bbox="126 1724 715 1818">• Turnaround time for approaching record labels</td> <td data-bbox="715 1724 960 1818">12 months</td> </tr> <tr> <td data-bbox="126 1818 715 1870">• Turnaround time for EP production</td> <td data-bbox="715 1818 960 1870">6 months</td> <td data-bbox="960 1818 1153 1870" rowspan="3">5</td> </tr> <tr> <td data-bbox="126 1870 715 1921">• Turnaround time for marketing</td> <td data-bbox="715 1870 960 1921">12 months</td> </tr> <tr> <td data-bbox="126 1921 715 2007">• Turnaround time for approaching record labels</td> <td data-bbox="715 1921 960 2007">18 months</td> </tr> </tbody> </table>	• Turnaround time for EP production	1 month	15	• Turnaround time for marketing	3 months	• Turnaround time for approaching record labels	6 months	• Turnaround time for EP production	2 month	10	• Turnaround time for marketing	6 months	• Turnaround time for approaching record labels	12 months	• Turnaround time for EP production	6 months	5	• Turnaround time for marketing	12 months	• Turnaround time for approaching record labels	18 months
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TOTAL	100																				

EVALUATION CRITERIA

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00

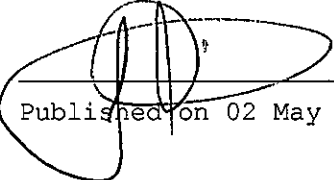
Price - 80 points
B-BEE status level of Contribution - 20 points

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non – compliant	0

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Maclear
5480



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