



**REQUEST FOR FORMAL WRITTEN QUOTATION
CLOSING DATE:**

12 February 2026 @12h00

TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES

Sipho.Mkhize@ilembe.gov.za

ADMINISTRATIVE ENQUIRIES

Ms. Z Myeni – 032 551 8751

REFERENCE

CS/032709/2026

DATE OF ISSUE

05 February 2026

Kindly submit (on your company letterhead); a written price quotation for the following: -

QTY	DESCRIPTION
01	Facilitation of media buying for a podcast, mainstream media interview and coverage of Thuma Mina Campaign on the 13th Of February 2026 for IDM. ATTACHED TERMS OF REFERENCE

All bidders must PLEASE ensure that they have a clear knowledge of what they are quoting for

Completed quotations must be submitted in a sealed envelope clearly marked with the company name and address, the correct REFERENCE Number must be written on the outside of the envelope containing the quotation. All quotations must be deposited into the **Quotations Box** situated at the **Reception Area, iLembe District Main Building, 12 HAYSOME ROAD (TECHNICAL BUILDING) Kwa-Dukuza 4450** by no later than the closing date and time where they will be opened in public. No faxed or e-mailed quotations will be accepted.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of offer.
- Price(s) quoted must be firm and inclusive of VAT, vendors not registered for VAT with SARS will be treated as Non-VAT vendors.
- Price(s) quoted must include delivery costs and a firm delivery period must be indicated
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2022, pertaining to Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4 & MBD 6.1 (Attached on the RFQ) must be scrutinized, completed and submitted together with your quotation.

Claim of specific Goals for 20 points Allocation:

1. If the bidder is black owned entity with a minimum of 100% equity ownership, 10 points will be allocated. (If black owned is less than 100% no points will be allocated).
2. If the bidder is a blacked owned person within Ilembe District Municipality, 10 points will be allocated (if not residing within no points will be allocated)
 - Suppliers submitting quotation should be registered with Central Suppliers Database (CSD), CSD number must be submitted. If supplier is not registered they cannot be considered for evaluation. If supplier wants to be registered with CSD they must go to www.csd.gov.za and get themselves registered.
 - The tax clearance information (including unique SARS PIN) submitted by the prospective bidders will be verified and all bidders whose tax matters are not in order upon verification will be notified and given 7 working days to resolve their matters with SARS.
 - Supporting documents as stipulated in the **Municipal Specific Goals (MBD 6.1)**
 - The successful bidder will be the one scoring the highest points.

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

Failure to comply with these conditions will invalidate your offer. iLembe District Municipality does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid.

S.MBHELE

MUNICIPAL MANAGER

SPECIFICATION: MEDIA RELATIONS SERVICES FOR ILEMBE DISTRICT MUNICIPALITY FOR THE MONTH OF FEBRUARY 2026

1. INTRODUCTION:

iLembe District Municipality (IDM) requests quotations from suitably qualified service providers to facilitate the coordination of access to various media platforms for iLembe District Municipality for the services of a Podcast and Mainstream Media Interview for the Mayor to communicate 4 Year Tenure Review and Update and the coverage of Thuma Mina Campaign on 13 February 2026

2. TARGETED MEDIA HOUSES:

The following national and regional media outlets are envisaged:

- **Relevant Publications:** The Mercury, Daily News, Post, The Witness, Isolezwe, Ilanga, Sivubela Intuthuko, Xpress Times, Dolphin Coast Mail, North Coast Courier
- **Relevant Radio Stations:** Ukhozi FM, Gagasi FM, Radio Ikhwezi, Siyathuthuka FM, Radio Life and Style, Vuma FM
- **Relevant TV Channels:** 1KZNTV, SABC News, Newzroom 405

3. ROLES AND RESPONSIBILITIES OF THE RESPONSIVE BIDDER

3.1 THUMA MINA CAMPAIGN – 12 FEB 2026, GROUTVILLE, KWADUKUZA

3.1.1 MEDIA PITCHING AND ENGAGEMENT:

- Proactively develop and distribute a compelling media pitch to reputable editors, senior reporters, producers, and relevant media houses, including print, broadcast, online, and community platforms, to secure maximum coverage and interview opportunities for the mayor.
- Identify and engage additional media outlets beyond those initially listed to broaden the reach and maximise publicity for the Thuma Mina Campaign.

- Maintain continuous communication with newsrooms to confirm interest, respond to queries, and provide supplementary information that strengthens the pitch.

3.1.2 SECURING MEDIA ATTENDANCE:

- Implement a structured follow-up plan (emails, calls, WhatsApp notifications, and newsroom visits where necessary) to ensure strong media attendance at the Thuma Mina Campaign.
- Provide journalists with all required logistical information, including venue details, background material, agenda, spokesperson availability, and accreditation procedures.
- Manage the media arrivals process on the day of the briefing, ensuring an organised and professional environment.

3.1.3 ATTENDANCE REGISTER MANAGEMENT:

- Facilitate the completion of a clear and accurate attendance register by all journalists, photographers, and media representatives present.
- Capture additional details such as publication/platform, contact information, and areas of interest to support future media engagement.
- Verify the accuracy of information before submission to the District Municipality.

3.1.4 PRESS RELEASE DEVELOPMENT AND DISTRIBUTION:

- Draft, refine, and issue a well-structured final press release that summarises key messages, outcomes, and announcements made during the 2026 Mayoral Matric Excellence Awards.
- Ensure the press release aligns with government communication protocols and brand guidelines.
- Distribute the press release through a broad media database and follow up to confirm receipt and publication interest.

3.1.5 SUBMISSION OF MEDIA CONTACTS AND REGISTERS:

- Compile a consolidated report containing all attendance registers and contacts established during the media briefing, including new media relationships formed because of the event.
- Submit the completed registers and contact list to the District Municipality in an organised and accessible format (Excel/PDF).
- Highlight priority journalists or outlets that may support ongoing media visibility.

3.1.6 PROVISION OF MEDIA COVERAGE OUTPUTS:

- Monitor all media platforms, print, broadcast, online, and social media, to track coverage generated from the media briefing.
- Provide the District Municipality with high-quality media outputs, including Soundbites from interviews or the Mayor's remarks, Video links to TV broadcasts or online video coverage and Newspaper clippings (scanned, photographed, or digitally sourced)
- Prepare a brief media coverage summary outlining sentiment, reach, and visibility gained.

3.2 FOUR (4) YEAR TENURE REVIEW AND UPDATE:

3.2.1 STRATEGIC MEDIA PITCHING & ENGAGEMENT

- Develop and deliver a strong, narrative-driven media pitch that positions the District Mayor's Four-Year Tenure Review as a significant governance milestone, highlighting achievements, developmental impact, and community benefit.
- Target reputable editors, senior journalists, producers, and media executives across print, broadcast, online, and community media, ensuring coverage that reflects the importance of the District's progress.

- Identify any additional, previously unlisted media houses that can expand reach to rural, provincial, and national audiences.
- Engage mainstream media newsrooms continuously to secure media interviews for the Mayor to do interviews, opinion pieces, and supplementary features that enhance the Mayor's visibility.

3.2.2 PRODUCTION OF A PRE-RECORDED PODCAST FOR THE MAYOR

- Conceptualise, script, and professionally produce a pre-recorded podcast featuring the Mayor reflecting on the District's Four-Year Tenure Review and its major accomplishments.
- Responsibilities include: Developing a podcast theme and narrative structure, Drafting interview questions or script prompts, Preparing the Mayor for a clear, confident, and engaging delivery, Recording, editing, and mixing audio at broadcast-quality standards, Adding intro/outro music (rights-free), transitions, and branding elements, Mastering the final audio for distribution on municipal digital platforms and Provide the District Municipality with the final audio file(s) in high-quality MP4 (with H.264 codec and AAC audio) and MP3/WAV format for upload to the official website and social media platforms.

3.2.3 SUPPORT FOR DIGITAL AMPLIFICATION

- Assist the District Municipality's communications team by providing tailored captions, quotes, and key messaging for social media posts promoting the Tenure Review and the podcast.
- Recommend optimal publishing times and platforms to maximise audience engagement.

4. MANDATORY REQUIREMENTS FOR BIDDERS:

TO BE CONSIDERED, BIDDERS SHOULD SUBMIT THE FOLLOWING COMPULSORY INFORMATION:

- (a) POE with proven experience in developing and executing successful media relations campaigns. The portfolio should include coverage that the bidder has championed for four clients in the past eight months.
- (b) Provide a draft media advisory comprised of key elements per the GCIS guidelines, inviting key media personnel to the Thuma Mina Campaign to be held in Groutville, KwaDukuza.
- (c) Provide a draft pitch comprised of key elements per the GCIS guidelines, that positions the District Mayor's Four-Year Tenure Review as a significant governance milestone, highlighting achievements, developmental impact, and community benefit.
- (d) Provide five (5) letters or more from reputable national, regional and local media houses which serve as a testimony that the bidder has worked with them before. The letters should be on a company letterhead and be dually signed.
- (e) Provide Purchase Orders from at least five (5) clients that the bidder has worked with before related to similar work.
- (f) Provide a Letter of Surety that the bidder will provide transportation to journalists who will cover the scope of work envisaged above.

FAILURE TO COMPLY WITH MANDATORY REQUIREMENTS (a), (b), (c), (d), (e) and (f) ABOVE WILL RESULT IN AUTOMATIC DISQUALIFICATION OF THE BID.

MBD 4
DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.....

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....
3.10 Do you have any relationship (family, friend, other) with persons
in the service of the state and who may be involved with
the evaluation and or adjudication of this bid?..... **YES / NO**

3.10.1 If yes, furnish particulars.
.....

[illegible]

Registered Physical Address of the Business

Name of Local Authority & Ward Number

Name of District Municipality

Company Ownership Status

Race

	% Ownership		
Black African	YES	NO	

	% Ownership		
Black Indian & Coloured	YES	NO	

Other (please specify)

	% Ownership		
Youth	YES	NO	

	% Ownership		
Women	YES	NO	

	% Ownership		
Disabled	YES	NO	

Cooperative	YES	NO	
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I hereby certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand,

calculated at the time of bid invitation, and includes all applicable taxes;

(d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80(1 - \frac{Pt - P_{min}}{P_{max} - P_{min}}) \text{ or } Ps = 90(1 - \frac{Pt - P_{min}}{P_{max} - P_{min}})$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80(1 + \frac{Pt - P_{max}}{P_{max} - P_{min}}) \text{ or } Ps = 90(1 + \frac{Pt - P_{max}}{P_{max} - P_{min}})$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration Pmax = Price of highest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system below as per 80/20 preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Race HDP (Black Equity Ownership HDP)	10	
Location (Residing with Ilembe District Municipality)	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result

- of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
