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**ADDENDUM FOR PANEL OF FIVE SERVICE PROVIDERS FOR MEDIA CO-
ORDINATORS FOR A PERIOD OF 3 YEARS (36 MONTHS)**

BID NO:MM-B022/21/22

DATE: 26/10/2021

We noted that the service provider is required to provide a detailed CV and attach certified qualifications to verify that they possess **Technical skills of Communications /Public relations / Marketing officer** and for point allocation purpose, the verification method for key personnel was not mentioned on the original bid document. Due to this inconvenience the closing date has been extended to the **05th of November 2021**.

Please see below the corrected functionality criteria

**REQUEST FOR BIDS: PANEL OF FIVE SERVICE PROVIDERS FOR MEDIA CO-
ORDINATORS FOR A PERIOD OF 3 YEARS (36 MONTHS)**

EVALUATION CRITERIA

FUNCTIONALITY

Basis for points allocation	Max. Points	Basis for points allocation	Verification method
Relevant Experience of the service provider.	30	3 x completed similar project (media coordination/ broadcasted publications by established media houses) in the past 5 years. Bidders to submit a Letter of reference.	Letter of references
	20	2 x completed similar project (media coordination/	

Experience of CEO /MD attach CV and certified qualifications		broadcasted publications by established media houses) in the past 5 years. Bidders to submit a Letter of reference.	
	10	Letter of references	
	1 x completed similar project (media coordination/ broadcasted publications by established media houses) in the past 5 years. Bidders to submit a Letter of reference.	Detailed CV and certified qualifications of qualification	
	15	3-5 years' experience in media coordination/ broadcasted publications by established media houses with Degree / National Diploma in Communication, Journalism, Public relations or any other relevant qualifications.	Detailed CV and certified qualifications
	10	2- 3 years' experience in media coordination/ broadcasted publications by established media houses with Degree / National Diploma in Communication, Journalism, Public relations or any other relevant qualifications.	Detailed CV and certified qualifications
	5	1-2 years' experience in media coordination/ broadcasted publications by established media houses with Degree / National Diploma in Communication, Journalism, Public relations	Detailed CV and certified qualifications

	or any other relevant qualifications.	
Technical skills of Video camera person / photographer attach CV and certified qualifications	15	3-5 years' experience in press photograph / videography and editing with Degree / National Diploma Journalism, Video technology or any other relevant qualifications. Detailed CV and certified qualifications
	10	2-3 years' experience in press photograph / videography and editing with Degree / National Diploma Journalism, Video technology or any other relevant qualifications. Detailed CV and certified qualifications
	5	1-2 years' experience in press photograph / videography and editing with Degree / National Diploma Journalism, Video technology or any other relevant qualifications. Detailed CV and certified qualifications
Technical skills of Communications /Public relations / Marketing officer attach CV and certified qualifications	15	1-2 years' experience in media coordination/ broadcasted publications by established media houses with Degree / National Diploma in Communication, Journalism, Public relations or any other relevant qualifications. Detailed CV and certified qualifications
	10	1-2 years' experience in media coordination/ Detailed CV and certified qualifications

	broadcasted publications by established media houses with Degree / National Diploma in Communication, Journalism, Public relations or any other relevant qualifications.	
5	1-2 years' experience in media coordination/ broadcasted publications by established media houses with Degree / National Diploma in Communication, Journalism, Public relations or any other relevant qualifications.	Detailed CV and certified qualifications
Total points	75	

Note: If the Service Provider scores less than 60% for functionality, then the bid will be deemed non-responsive and will not be considered for further evaluation

Price and Preference

- Price 80 points
- B-BBEE verification status 20 points
- Total 100 points

RECOMMENDED BY:


 MISS N.HOLIWE
 SCM MANAGER

APPROVED BY:


 MR. N.C. VEZI
 MUNICIPAL MANAGER

ENTERED 26 OCT 2021

I acknowledge receipt of this Addendum for Tender No:MM-B022/21/22

Name:.....

Signature:.....

Date:.....

Name of Tenderer (Company Name):.....