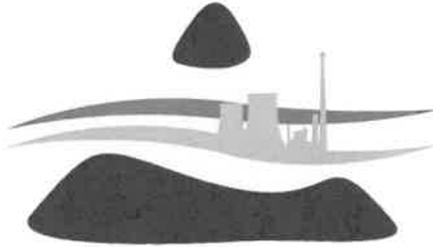


**FEZILE DABI
DISTRICT MUNICIPALITY**



BID DOCUMENT

NOTICE NO: 033/2023-24

**RE ADVERT: APPOINTMENT OF SERVICE PROVIDER TO RENDER SERVICE OF
MANAGING ITS SOCIAL MEDIA PLATFORMS**

CLOSING DATE 24 JANUARY 2024 @ 12:00PM

PREPARED FOR/BY:

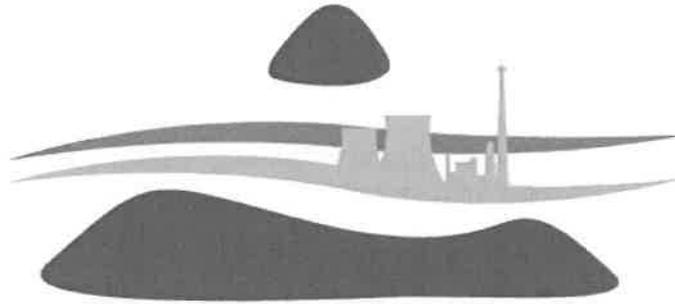
FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

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 033/2023-24

Date: 18 January 2024

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.

RE ADVERT : APPOINTMENT OF A SERVICE PROVIDER TO RENDER SERVICE OF MANAGING ITS SOCIAL MEDIA PLATFORMS

TERMS OF REFERENCES SEE ATTACHED LIST

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 24 January 2024 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
- ALL service providers are requested to submit a Valid BBBEE VERIFICATION CERTIFICATE together with quotation to claim points on special goals in every procurement.
- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022
- 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.
- Certified 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
HDI (Historically disadvantage individuals)(10 points)	
Locality (10 points)	

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



 MR G.A MGCINA
 CHIEF FINANCE OFFICER

The service provider will strictly be appointed on the basis to assist Fezile Dabi District Municipality manage its Social Media platforms.

The Services to be provided shall include but not limited to:

Development and production of content creation,

Provide valuable information and photos for FDDM's website updates, AG reports etc,

Provide Social Media coverage for all FDDM's meetings as well as Events on FACEBOOK, TWITTER, INSTAGRAM and YOUTUBE.

Provide quality videos, posters, with dynamic editorial skills.

Intrinsic knowledge of how to manage a Social Media Page.

Have an in-depth understanding of the Fezile Dabi District.

Be prepared to work long hours even on weekends.

Be prepared to travel long distances.

DEVELOP SOCIAL MEDIA COMPOSITION INCLUDING:

Being adversely familiar with the 7c's of Social Media Strategizing.

Being adversely familiar with the 6 key components of Social Media classifications.

Being adversely familiar with the 3 A's of Social Media.

Being adversely familiar with what the 4 stages of Social Media Strategy comprises.

Being adversely familiar with the 5 core pillars of Social Media Marketing.

RESPONSIBILITIES

Timeously respond to messages and comments on our Social Media platforms.

Quarterly reports of Social Media posts as well as engagements.

Market Fezile Dabi Social Media Platforms on various Media platforms.

EXPERIENCE

Have qualified experience on Social Media in the Fezile Dabi District.