

INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY

BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ07265753
Buyer: Hafkie, Mr NP [00021193]

Closing Date: 2026-07-31
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	1.00	LOT	MEDIA PLACEMENT	Tenders are invited for MEDIA PLACEMENT for our Communications dept. Specifications & Pricing schedule available on N.M.B.M. web site. Pricing schedule to be uploaded on N.M.B.M. Web site on or before closing date-COMPULSARY. Compulsary briefing session: Venue: 6th Floor Kwantu towers,Vuyisile square Govan Mbeki Ave.Gqeberha Date:Monday 27 July 2026. Time:08:00am Short listed bidders may be requested to provide supporting documents within 72hours after request,failing to provide your submission will be excluded from further evaluation. For further information please contact : Ms.Nolitha Matiwane on Tel.no.041-506 1555 or Cell.no.069 714 3048. E-Mail:nmatiwane@mandelametro.gov. za	AA127490

THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- BEFORE COMPLETING THIS FORM, SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATION OF 2022 THE 80/20 SYSTEM APPLIES TO THIS TENDER.
- Acceptance of this tender submission is subject to the General Conditions of Tender and Conditions of Purchase
- Acceptance of this tender is subject to successful registration on the Nelson Mandela Bay Supplier Database.
- For further information to register, please call Compliance Section @ 041 506 3274
- Failure to comply with these conditions may invalidate your tender submission.
- All tender prices should be valid for a minimum period of thirty (30) days from date of tender.
- ALL TENDER RESPONSES SHOULD BE COMPLETED ONLINE AND NO FAX SUBMISSION WILL BE ACCEPTED BY SUPPLY CHAIN UNIT.



nelson mandela bay
M U N I C I P A L I T Y

CHIEF OPERATING OFFICER: COMMUNICATIONS INFORMAL TENDER SPECIFICATIONS DOCUMENT

DESIGN, LAYOUT AND PLACEMENT OF ADVERTISEMENTS AND NOTICES

Scope of Work:

Bidders are invited to tender for design, layout and placement of advertisement and notices in local newspapers, as and when required.

Design, Layout and Placement of advertisements and Notices:

The appointed service provider shall undertake the design, layout and placement of all municipal advertisements, public notices, live reads, and interviews across the relevant media platforms on behalf of the NMBM for a period of eight months or until the informal threshold has been reached, or until the new formal tender has been awarded and implemented, whichever occurs first.

Advertisements are from the following main groupings:

Print Media Advertising should include:

- The Herald and Sunday Times under the Arena publications.
- PE Express and UD Express under Media 24 publications.

Broadcast Radio Advertising

- Algoa FM
- KQ FM
- SABC

Advertisements are from the following main groupings:

- Legal and official advertisements concerning public notices, road closures, town planning matters etc
- Marketing, promotional, and informational advertisements originating from the Mayoral Office/Communications Office.

SCOPE OF WORK

Design, layout and placement of advertisements and notices and production of radio slots:

- ROP/Main Body Arena Holdings Herald and Sunday Times
- ROP/Main Body Media 24 UD Express and PE Express
- Radio Interview 5 minutes KQ FM
- Radio Interviews 5 minutes Algoa FM
- Radio Interviews 5 minutes SABC
- Radio live reads 30 seconds KQ FM
- Radio live reads 30 seconds Algoa FM
- Radio live reads 30 seconds SABC
- Radio production of a 30 second advert KQ FM
- Radio production of a 30 second advert Algoa FM
- Radio production of a 30 second advert SABC
- Radio interviews 5 minutes KQ FM
- Radio interviews 5 minutes Algoa FM
- Radio interviews 5 minutes SABC

Bidders must submit a FULLY completed, all items must be tendered on, pricing schedule with this tender on submission to the web portal before close date and time of tender, failure to do so will consider the bid non-responsive

NB: A compulsory briefing session will take place before bids close to ensure the service provider is clear on the required work.

This tender cannot be outsourced

- 1. MINIMUM REQUIREMENTS – The below documents may be requested from shortlisted bidders of which must be provided within 48 hours after request failing of which will render your submission non responsive and will be excluded from further evaluation**

- I. The service provider must have a minimum of five (5) years' experience in the advertising and media industry, with a strong background in media buying and placements across various platforms, (print, digital and broadcast) **Kindly provider reference letters from three contactable references for similar projects undertaken in the past five years**
- II. The tendering company must be accredited with a recognized with recognized media accreditation body ACA (**Kindly Provide Certificate**)
- III. Shortlisted bidders will re expected to submit their company profiles

EXPECTATIONS:

If you are appointed as a service provider, you will have to note the following:

- You are expected to deliver a service of high quality.
- Kindly ensure that you are tax compliant when submitting this tender
- The appointed service provider is expected to deliver the items within seven working days from the date of receiving the purchase order.

SUPPLIER COMMUNICATIONS

Please direct all questions and correspondence to **Mr Andries Thiersen or Ms Nolitha Matiwane** at the following contact details:

Reception: (041) 506 1555

Cell:

Ms Matiwane: 069 714 3048

E-mail: athiersen@mandelametro.gov.za nmatiwane@mandelametro.gov.za



NELSON MANDELA BAY MUNICIPALITY

MEDIA PLACEMENTS

COMMUNICATIONS DEPT (C.O.O.)

INFORMAL TENDER:.....

QTY	DESCRIPTION OF AN ITEM	PRICE EACH	TOTAL PRICE
	KQ FM live reads 30 seconds		
	KQ FM production of a 30 second radio advert		
	KQ FM 5 minutes interviews		
	Algoa FM live reads 30 seconds		
	Algoa FM production of a 30 second radio advert		
	Algoa FM 5 minutes interviews		
	SABC live reads 30 seconds		
	SABC production of a 30 second radio advert		
	SABC 5 minutes interviews		
	Arena Holdings ROP/Main Body Herald RATE PER SQUARE CM PER COLUMN (Full Colour) Excl VAT		
	Arena Holdings ROP/Main Body Sunday Times RATE PER SQUARE CM PER COLUMN (Full Colour) Excl VAT		
	Media 24 ROP/Main Body PE Express RATE PER SQUARE CM PER COLUMN (Full Colour) Excl VAT		
	Media 24 ROP/Main Body UD Express RATE PER SQUARE CM PER COLUMN (Full Colour) Excl VAT		
	Arena Holdings ROP/Main Body Herald RATE PER SQUARE CM PER COLUMN (Black and White) Excl VAT		
	Arena Holdings ROP/Main Body Sunday Times RATE PER SQUARE CM PER COLUMN (Black & White) Excl VAT		
	Media 24 ROP/Main Body PE Express RATE PER SQUARE CM PER COLUMN (Black & White) Excl VAT		
	Media 24 ROP/Main Body UD Express RATE PER SQUARE CM PER COLUMN (Black & White) Excl VAT		
	PLEASE NOTE: PRICING SCHEDULE MUST BE UPLOADED ON THE N.M.B.M WEB-SITE ON OR BEFORE CLOSING DATE & TIME.		
	TOTAL		
	V.A.T.		
	GRAND TOTAL		
NOT	All prices to be quoted inclusive of ALL delivery costs &		



B U D G E T & T R E A S U R Y			
E:-	excluded of Vat.		

NELSON MANDELA BAY MUNICIPALITY

BUDGET & TREASURY

SUPPLY CHAIN MANAGEMENT

INFORMAL TENDER:.....

Supplier Name:-.....

Address:-.....
.....
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Contact Name:-.....

Telephone No:-.....

Fax No:-.....

Signature:-.....

Dated:-.....