
THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A MOBILE TRUCK WITH A STAGE FOR CONSUMER EDUCATION EVENTS OVER A PERIOD OF TWENTY-FOUR (24) MONTHS

1. PURPOSE

The purpose of this bid is to appoint a service provider to assist the Independent Communications Authority of South Africa (ICASA or “the Authority”) to provide a mobile truck with a stage for consumer education events over a period of twenty-four months.

2. BACKGROUND AND SCOPE

The Independent Communications Authority of South Africa (ICASA) is a creature of statutes established through section 192 of the Constitution of the Republic of South Africa, Act No. 108 of 1996. Section 192 states that national legislation must establish an independent authority to regulate broadcasting in the public interest and ensure fairness and diversity of views broadly representing South African society.

ICASA is further mandated to regulate broadcasting, electronic communications and postal matters in the public interest and to achieve the objects set out in the underlying statutes in terms of section 2 of the ICASA Act No. 13 of 2000 (“the ICASA Act”).

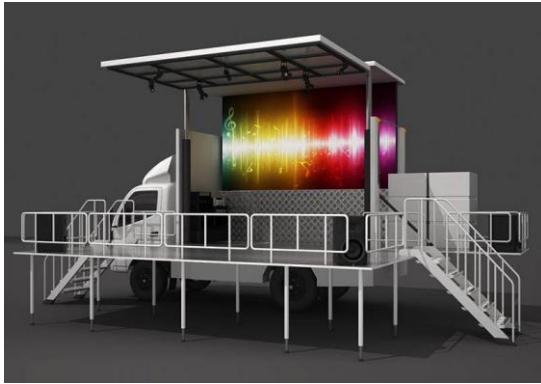
ICASA wish to embark on consumer education campaign whose primary objective is to empower various segments of consumers through education of their rights and responsibilities within the ICT sector. The service provider will be required to assist ICASA with the implementation of the project as outlined:

	• ICASA employees to make presentations at the events • DJs from Community Radio stations at no cost • Public Broadcasters will be identified by ICASA and paid through GCIS • Local performers at no cost • Competitions
	Face-to-face outreach interactions • Distribution of brochures and posters • Event mobilization
	Radio • Interviews • Advertisements • Outside Broadcasts • Commercial Radio • Community Radio
	Social media • Facebook event posts • Facebook organic posts • Twitter posts
	Public Relations • Media Releases • Facilitate radio, TV and print media interviews

3. TECHNICAL REQUIREMENTS

ICASA would like to appoint a service provider to provide a mobile truck with stage with the following specifications:

- Single-sided stage truck suitable for small-medium sized events (10x2 length, 2.5 width and 3.95 width)
- LED Advertising panels (Medium: 3840mm x 2160mm (151.2"x85))
- Branding of the truck for ICASA events (can be magnetic decals)
- Fast assembling and dismantling (1 hour assembling and dismantling)
- Driver and necessary manpower (costs to be included in the quotation)
- All necessary cabling
- Back-up generator (7kva)
- Mounted loud hailer (20 -50 watts)
- Sound system, DJs equipment, speakers and two microphones
- Eighteen (18) events will be held in nine (9) provinces at venues identified by ICASA.
- Two (2) events will be targeted in the identified areas within the province, bringing in a total of eighteen (18) events conducted.
- One day awareness campaign and loud hailing using the mobile truck prior to each event.
- The service provider must provide a report after each event to ICASA which includes a summary of how the event went, highlights and challenges for the event and estimated number of target audience reached.
- The service provider must provide pictures of how the event went with each report provided to ICASA. The pictures should be taken by a digital camera.
- The vehicle and associated equipment must be compliant with roadworthiness and SANS 10366 (Events Safety Standard), and the service provider must hold appropriate public liability insurance.
- The events will start at 07h00 and ends at 16h00 for all the planned events.



4. PROJECT TIMELINES

The project timelines is as follows:

Publishing of ToR's

• Nov 2025

Campaign Launch

• April 2026

Appointment of service
provider

• Jan 2026

Close-out

• May 2028

Four (4) provinces be targeted in 2026/27 FY and five (5) provinces in 2027/28 FY as follows:

5. PROVINCES WHERE CONSUMER EDUCATION ACTIVATIONS WILL TAKE PLACE AND FINANCIAL YEAR/S (FY)

2026/27 Financial Year (FY)

1. North West Province

Vryburg

Taung

2. Free State Province

Bethlehem

Qwaqwa

3. Western Cape Province

KwaNonqaba (Mossel Bay)

Thembaletu

4. Gauteng Province

Mohlakeng

Temba (Hammanskraal)

2027/28 Financial Year (FY)

1. Mpumalanga Province

Bushbuckridge

Pienaar

2. Northern Cape Province

Kakamas

Upington

3. KwaZulu-Natal Province

Newcastle

Osizweni

4. Limpopo Province

Mokopane

Tibane

5. Eastern Cape Province

Queenstown (Komani)

Ezibeleni

6. SPECIFICATIONS

Please refer to the requirements in "**Annexure A**" for the specifications for a mobile stage with LED advertising capabilities.

7. PERIOD OF ASSIGNMENT

All work is to be carried out in accordance with the time schedule to be agreed with ICASA.

8. BRIEFING SESSION

There will be compulsory online briefing session.

9. BID EVALUATION

The bid will be advertised for a minimum of 21 calendar days on the e-Tender portal and on the ICASA website on a 80/20 procurement principle.

Bidders will be evaluated on; a) submission of the required documents, b) functionality and c) price/specific goals. Only bidders who meet the cut-off score of 80 points out of 100 points for functionality will be considered further for price evaluation. All bid proposals submitted will be evaluated in accordance with the 80/20 procurement principle as prescribed by National Treasury Regulations.

Functionality Criteria per Category	Weight
Meeting all the technical specifications If the bidder meets all the technical specifications = 5 If the bidder does not meet all the technical specifications =1	70
Providing visuals of the mobile stage with proposed branding Bidder providing visuals of mobile stage with proposed branding=5 Bidder not providing visuals of mobile stage with proposed branding=1	10
Providing at least three (3) reference letters on referee's company letterhead with contact details where such products were successfully deployed by you in South Africa in the last 5 years. Bidders providing three references =5 Bidders providing two references =3	20

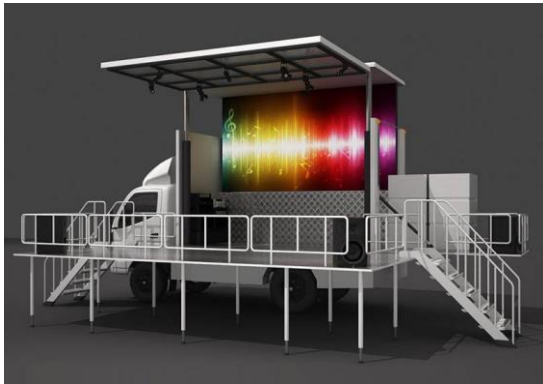
Bidders providing one reference =2	
Bidders providing no reference =1	
TOTAL	100

ANNEXURE A: SPECIFICATIONS

1. Description of the requirements

- 1.1 Single-sided stage truck suitable for small-medium sized events (10x2 length, 2.5 width and 3.95 width)
- 1.2 LED Advertising panels (Medium: 3840mm x 2160mm (151.2"x85))
- 1.3 Branding of the truck for ICASA events (can be magnetic decals)
- 1.4 Fast assembling and dismantling (1 hour assembling and dismantling).
- 1.5 Driver and necessary manpower (costs to be included in the quotation)
All necessary cabling.
- 1.6 Back-up generator (7kva).
- 1.7 Mounted loud hailer (20 -50 watts).
- 1.8 Sound system, DJs equipment, speakers and two microphones
- 1.9 Eighteen (18) events will be held in all nine (9) provinces at venues to be determined by ICASA.
- 1.10 Two (2) events will be targeted in the identified areas within a province, bringing in a total of eighteen (18) events conducted.
- 1.11 One day awareness campaign and loud hailing using the mobile truck prior to each event.
- 1.12 The service provider must provide a report after each event to ICASA which includes a summary of how the event went, highlights and challenges for the event and estimated number of target audience reached.
- 1.13 The service provider must provide pictures of how the event went with each report provided to ICASA. The pictures should be taken by a digital camera.
- 1.14 The vehicle and associated equipment must be compliant with roadworthiness and SANS 10366 (Events Safety Standard), and the service provider must hold appropriate public liability insurance.
- 1.15 One day advertising and loud hailing using the mobile truck prior to each event.
- 1.16 All bidders must submit a detailed description on the equipment to be provided.

- 1.17 All bidders must submit a visual representation of the truck, including branding.



	Comply	Not Comply
1. Technical Specifications		
Single-sided stage truck suitable for small-mediums sized events		
LED Advertising panels – outside the truck and visible when the stage is erected for streaming of content during events		
Easy assembling and dismantling (Not more than 1 hour)		
Easy cabling and electrical equipment (Not more than 1 hour)		
Back-up generator		
Loud hailer (50 – 100 watts)		
Sound system including DJ equipment, speakers, and microphones		
2. Visual Mock-up		
Branding of the truck for ICASA events (can be magnetic decals)		
3. Other Requirements		
Driver and all necessary labor costs to be included in the quotation		

All travel, accommodation and associated costs to be included in the quotation		
Three (3) references where such products were successfully deployed by you in South Africa in the last 5 years		