



Independent Communications Authority of South Africa

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APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A MOBILE TRUCK WITH A STAGE FOR EIGHTEEN (18) CONSUMER EDUCATION EVENTS ON AN 80/20 PPPFA 2000, PREFERENTIAL PROCUREMENT REGULATION: 2017.

1. BACKGROUND

The Independent Communications Authority (ICASA) is 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").

In March 2018, ICASA embarked on consumer education campaign whose primary objective was to empower various segments of consumers through education of their rights and responsibilities within the ICT sector. The campaign, which concluded in June 2019 included the following elements:



Consumer Activations

- Two events per province using mobile or fixed stages
- ICASA speakers
- Well known performers
- DJ from local station
- Local performers
- Competitions
- Promoters



Town Hall Events

- One per province
- ICASA speakers
- Interactive Q&A sessions



Face-to-face outreach interactions

- Distribution of brochures and posters
- Event mobilisation



Radio

- Interviews
- Advertisements
- Outside Broadcasts
- Commercial Radio-Motsweding, North West



Social media

- Facebook event posts
- Facebook organic posts
- Twitter posts



Public Relations

- Media Releases
- Facilitate radio, TV and print media interviews

2. SCOPE OF WORK

To provide a mobile stage truck with installation and dismantling of lighting, stage and sound equipment (DJ equipment, speakers and cordless microphones) and backup power.

3. ROLES AND RESPONSIBILITIES OF ICASA

ICASA will be responsible for supplying the successful service provider with the following:

- A PDF Corporate Guidelines Manual;
- ICASA pull up banners;
- ICASA posters and flyers; and
- Electronic Logos to be used.

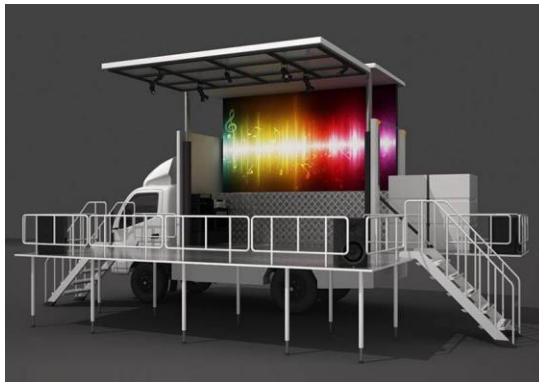
4. ICASA RESERVES THE RIGHT TO

- To call various locations where the service provider has rendered and delivered the service in order to make an informed decision.
- To request portfolio of work of the service provider.
- To request a detailed description on the equipment to be provided.
- To request a visual representation of the truck, including branding.

5. REQUIREMENTS

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

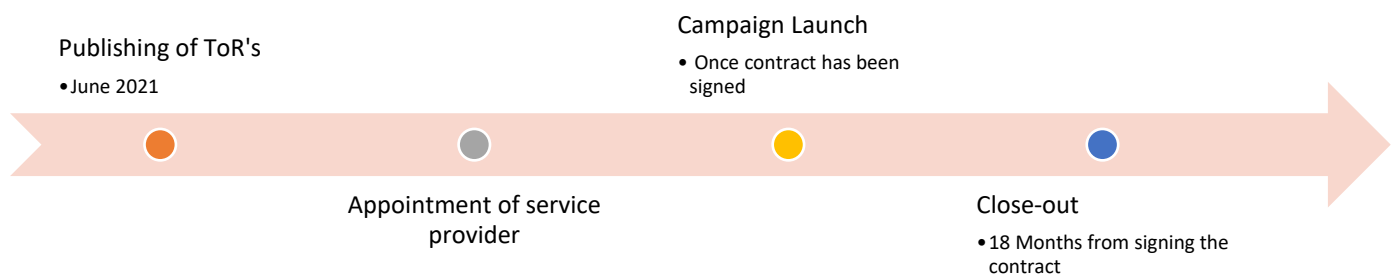
- Single-sided stage truck suitable for small to mediums sized events;
- LED Advertising panels;
- Branding of the truck for ICASA events (can be magnetic decals);
- Assembling and dismantling (completed 2 hours prior to the start of each event);
- Driver and necessary manpower (costs to be included in the quotation);
- All necessary cabling;
- Back-up generator;
- Loud hailer;
- Sound system including DJ equipment, speakers and cordless microphones;
- Dimensions approximately 10x2.5x3.95 (length, width, height);
- Access to the stage must be gained via steps on the rear sides;
- The truck must be available the day before and on the day of the event;
- Two (2) events will be held in all nine (9) provinces at venues to be determined by ICASA. Total of eighteen (18) events for a period of 18 months; and
- One day advertising and loud hailing using the mobile truck prior to each event.





6. TIMELINES

The Covid-19 Pandemic may cause delays in the execution of the campaign, hence the timelines may change. The schedule is as follows:



Five (5) Provinces be targeted for first nine (9) months after signing the contract and the remaining four (4) provinces for remaining nine (9) months of the contract, as follows:

- First nine (9) months:
 - Eastern Cape;
 - KwaZulu Natal;
 - Limpopo;
 - Mpumalanga; and
 - Free State.
- Second nine (9) months:
 - North West;
 - Gauteng;
 - Northern Cape; and
 - Western Cape.

7. SPECIFICATIONS/TERMS OF REFERENCE

Please refer to Annexure A for the Specifications/Terms of mobile stage with LED advertising capabilities.

8. PERIOD OF ASSIGNMENT

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

9. BRIEFING SESSION

There will be no briefing session.

10. BID EVALUATION

The bid will be advertised for a period of 21 calendar days on the ICASA website on an 80/20 procurement principle.

Bidders will be evaluated on; a) submission of the required documents, b) functionality and c) price/bb-bee. Only bidders who meet the cut-off score of **70 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: <ul style="list-style-type: none">The bidder meets all the requirements on the Annexure A = 5The bidder does not meet all the requirements on the Annexure A = 1	70
Providing visuals of the mobile stage with proposed branding: (Kindly use the similar matrix from Annexure A , to provide guidance in scoring) <ul style="list-style-type: none">The bidder meets all the requirements on the Annexure A = 5The bidder does not meet all the requirements on the Annexure A = 1	10
Providing at least 5 references where such products were successfully deployed by service provider in South Africa: (For illustrative purposes, but you can use it)	20

<ul style="list-style-type: none"> • If provided (05) Five or more references = 5 • If provided (04) Four references = 4 • If provided (03) Three references = 3 • If provided (02) Two references = 2 • If provided (01) One reference = 1 	
TOTAL	100

ANNEXURE A: TERMS OF REFERENCE

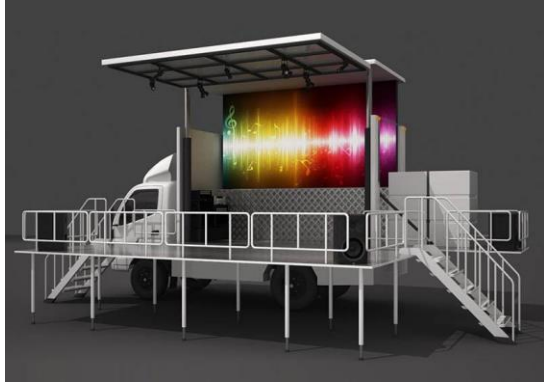
1. Purpose of the Bid

The Independent Communications Authority of South Africa (hereinafter referred to as "the Authority") intends to appoint a service provider for a mobile stage with LED advertising capabilities for eighteen (18) mall activations over a period of eighteen (18) months.

2. Description of the requirement

- 2.1. Single-sided stage truck suitable for small to mediums sized events.
- 2.2. LED Advertising panels (must be suitable for daytime performances/activations).
- 2.3. Branding of the truck for ICASA events (can be magnetic decals).
- 2.4. Fast assembling and dismantling.
- 2.5. Stage floor must be non-slip coated plywood surface.
- 2.6. Stage size dimensions minimum 10x2.5x3.95 (length, width, height) with additional PA wings.
- 2.7. Driver and necessary manpower (costs to be included in the quotation).
- 2.8. All necessary cabling.
- 2.9. Generator.
- 2.10. Loud hailer.
- 2.11. Sound system including DJ equipment, speakers and cordless microphones.
- 2.12. Access to the stage must be gained via steps on the rear sides.
- 2.13. Portable ramps for people with disability to access the stage.
- 2.14. Two (2) events will be held in all nine (9) provinces at venues to be determined by ICASA. Total of eighteen (18) events over a period of eighteen (18) months.
- 2.15. Must have weather preparations built into it and withstand common weather conditions.

- 2.16. One day advertising and loud hailing using the mobile truck prior to each event.
- 2.17. All bidders must submit a detailed description on the equipment to be provided.
- 2.18. All bidders must submit a visual representation of the truck, including branding.





1. General Specifications	Comply	Not Comply
Single-sided stage truck suitable for small to mediums sized events		
LED Advertising panels – outside the truck and visible when the stage is erected for streaming of content during events		
Fast assembling and dismantling		
Cabling and electrical equipment		
Back-up generator		
Loud hailer		
Sound system including DJ equipment, speakers and cordless microphones		
Minimum dimensions approximately 10x2.5x3.95 (length, width, height)		
Portable ramps for people with disability to access the stage		
Must have weather preparations built into it and withstand common weather conditions		
2. Visual Mock-up		
Branding of the truck for ICASA events (can be magnetic decals)		
3. Other Requirements		

Driver and necessary manpower (costs to be included in the quotation)		
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