



ELUNDINI LOCAL MUNICIPALITY

BID NOTICE

Elundini Local Municipality is calling upon experienced and competent service providers to bid for the following service:

PROJECT NAME	CONTRACT NUMBER	EVALUATION CRITERIA (PPFA)	CLOSING DATE	QUERIES CONTACTS
Production of Quarterly Newsletter for a Period of 2 (Two) Years	ELM-1/009/2016-2017	80/20 System	Monday, 21 November 2016	Technical: Mr A. Mboza 045 932 8159 Bidding: Ms H. Mduzulwana 045 932 8103

The minimum specification is detailed in the bid document.

OBTAINING OF TENDER DOCUMENTS:

Bid Documents will be available from the SCM Unit upon payment of a **non-refundable** cash fee of **R250.00 (Two hundred and Fifty Rands only) per document** (paid in cash or by means of an electronic funds transfer (EFT)) made payable to Elundini Local Municipality. The deposit is to be paid at the Cashier's office between the hours of **08h00 and 16h00** during the normal working hours prior to the collection of the bid documents from SCM Unit. The bid documents will be available from **Monday, 07 November 2016**.

SUBMISSION OF TENDERS:

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with "**Production of Quarterly Newsletter for a Period of 2 (Two) Years: ELM-1/009/2016-2017**" must be delivered to the **ELUNDINI LOCAL MUNICIPALITY** offices, at No. 1 Seller Street, Maclear and placed in the Tender Box situated at the cashier's reception area, Finance Department not later than **12H00 on Monday, 21 November 2016** at which time the tenders will be opened in public.

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- An original valid SARS Tax Clearance Certificate Or SARS Tax Compliance status with PIN
- Original B-BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level)
- A Copy of business entity registration certificate e.g. CK Document
- Certified ID copy/s of business entity owners
- A statement of Municipal Account that is not older than three months or Lease Agreement or Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates or a letter from a ward councilor
- A Company Profile with contactable references.
- Proof of registration with National Treasury Central Supplier Database Registration (CSD)
- CV's and Qualifications of project team.

Functionality:

Criteria	Sub criteria	Points Allocation
<p>Previous Experience Organisational Capacity and experience in Production of a Booklet and Newsletter in the last 5 years (attach company profile with contactable references)</p>	<p>The service provider must demonstrate their experience in similar assignments and must illustrate their understanding of the services required 5 Points per project 1 Project = 5 points 2 Projects = 10 Points 3 Projects = 15 Points 4 Projects = 20 Points</p>	20
<p>Project Team List of competent relevant suitable qualified team members with their respected Curriculum Vitae competent for the proposed tender</p>	<p>Demonstrate skills and capacity, level of relevant knowledge and experience of the proposed team Minimum of 2 persons 15 x Points per individual) 5 years and above =15 3 years and above = 10 2 years and below = 0</p>	30
<p>Qualifications of Project Team Qualifications of team members Capacity and experience of the proposed team. Minimum of 2</p>	<p>Relevant minimum qualifications in Graphic Design and Layout = 15 points Communication or Other Media related qualification = 5 Points</p>	20
<p>Methodology Adherence to the scope of work Turnaround time.</p>	<p>Detailed approach, methodology and process to be adopted in the project. Project plan to be linked to the deliverables and outputs 20 Working Days = 10 15 Working days= 15 10 Working days =20 More than 20 Working days =0</p>	10 20
TOTAL	100	

ELUNDINI LOCAL MUNICIPALITY BANKING DETAILS

- Bank : FNB
- Account: 62159933772
- Branch Code: 250 655

Please note the following:

- Failure to submit required certificates, Information and CV's will lead to zero score on Functionality stage.
- Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
- DO NOT USE CORRECTION FLUID as this may invalidate your submission.
- Bidders must FULLY complete, SIGN tender document and INITIAL every page. Failure to do so may lead to the tender deemed non-responsive.

Received Responsive bids on this project will be evaluated based on the following criteria:

- **Stage 1 – Functionality**
- **Stage 2 – Price and Preferential Points**

Only Bidders who score 70% and more on stage 1 to be evaluated further on price evaluation.

ITEM	WEIGHT
STAGE 1 OF EVALUATION - FUNCTIONALITY	
FUNCTIONALITY	
• Previous Experience	20 Points
• Project Team	30 Points
• Qualifications of Project Team	20 Points
• Methodology	30 Points
TOTAL	100 Points
STAGE 2 OF EVALUATION – PRICE & B-BBEE POINTS	
PRICE	80
B-BBEE POINTS	20

NB: A detail breakdown of functionality (stage 1 of evaluation criteria) is available on ELM Website: www.elundini.org.za under notices icon and table attached in tender document.

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Elundini Local Municipality Supply Chain Management Policy will apply;(This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website:www.elundini.org.za)
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept whole or part of the bid;
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- Bids submitted are to hold good for a period of 90 days;
- Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered prior to the tender closing date.

K. GASHI
MUNICIPAL MANAGER
ELUNDINI MUNICIPALITY