



045 932 8196

1, Seller Street, Maclear, 5480

086 216 8784

kwaneles@elundini.gov.za

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of materials as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the 16 January 2017. For **queries** please email to Mr K Sobekwa or faxed to 086 216 8784

For Technical Queries: Ms .S. Marada –Tourism Co-ordinator

Tel: 045 932 8216

For Supply Chain Queries: Mr K Sobekwa-Finance Services Department

Tel: 045 932 8196

RE-DESIGN, UPDATE PRINT TOURISM DESTINATION BROCHURES AND UPDATE TOURISM DVD - ELM-6/012/2016-2017

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 or Tax compliance status documents with PIN from SARS
- Copies of Company Registration certificate and IDs
- An original or certified BBBEE certificate copy
- 80/20 preferential procurement point system will be applied
- Proof of registration with National Treasury Central Supplier Database (CSD)
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- Completed MBD 4, MBD 8 and MBD 9 (downloadable from website and collectable at Supply Chain Offices)
- A recent Municipal account statement, lease agreement or affidavit stating you aren't liable to pay rates at your business premises

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Elundini Local Municipality Supply Chain Management Policy will apply;
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole part of the bid;
- Bids which are late, incomplete, unsigned, will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE

DATE 10-01-2017

Specification of Tourism Brochure:

- A map (full color, preferably A4 size) showing location areas and attractions that fall within the municipality
- Photography and text (pure photos, no interlinked or emerged photos of different places or attractions. No use of Photoshop etc.)
- Site visits
- Full editorial information (new and updated concept, no copying and pasting from previous brochures)
- Brochure should be environmentally friendly (Eco-friendly)

Tourism directory containing following information:

- conference venues, tours & shuttle, historical sites
- golf courses, holiday , caravan parks & backpackers, birding, fly-fishing, craftwork, waterfalls, B&B/Lodges, chalets, self-catering, restaurant's, events & sport pages, tourism information centers, local municipalities contacts and other activities related to tourism

Specification of Tourism Video

Updating of 5minute video

High Definition Cameras

Must represent what is on the brochure

Must create play menu

Paper type:

- A4 size
- Hard front and back pages
- 10 or more pages inclusive of cover page
- Full color
- Back to back printing
- Packaging boxes
- Cover page to be 300gsm; glossy; attractive and colourful
- Inner pages to be 170gsm combination gloss; matt where needed
- Packaging boxes
- Brochure must be environmental friendly

EVALUATION CRITERIA

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than **R30, 000.00**

Price - **80 points**

B-BEE status level of Contribution - **20 points**

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Maclear
5480

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