



045 932 8196

1, Seller Street, Maclear, 5480

086 216 8784

[kwaneles@elundini.gov.za](mailto: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:**

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

**DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480

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