



ELUNDINI LOCAL MUNICIPALITY

REQUEST FOR PROPOSAL

Elundini Local Municipality is calling for service providers to bid for the following service:

Project Name	Contract Number	Closing Date
Provision of printing services for corporate documents, marketing and branding material for Elundini Local Municipality for 3 years	ELM-1/001/2018-2019	Wednesday, 03 October 2018

Elundini Local Municipality intends to appoint four (4) service providers for the above mentioned services without a guarantee of a quantum of work. The minimum terms of reference and functionality 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 cents only)** (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 **Wednesday, 05 September 2018**.

SUBMISSION OF TENDERS:

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **Provision of printing services for corporate documents, marketing and branding material for Elundini Local Municipality for 3 years: ELM-1/001/2018-2019** 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 Wednesday, 03 October 2018** at which time the tenders will be opened in public.

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest
Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 7) the 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 with a letter from a ward councillor is submitted with the tender document.
- 8) the Joint Venture has attached the following:
 - a) J V agreement,
 - b) original or certified copy of consolidated BBBEE certificate, and
 - c) letter of signatory.

2. The tenderer is required to submit with his tender the following certificates:

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) A Copy of business entity registration certificate e.g. CK Document
- 3) Certified ID copy/s of business entity owners
- 4) Tax Compliance status documents with PIN from SARS must be attached.
- 5) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.isp or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php)

3. Returnable schedules required for tender evaluation processes

- MBD 1: Invitation to tender
- MBD 4: Declaration of Interest form
- MBD 3.2 Price schedule – non-firm price
- MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017
- MBD 8: Declaration of Bidder's Past Supply Chain Management Practices
- MBD 9: Certificate of Independent Bid Determination

Please note the following:

- Failure to submit required information 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.
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- 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.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Price Points	- 80 points
B-BBEE Status Level of Contributor	-20 points
TOTAL	100 points

FUNCTIONALITY

Bidders to note that a Pre-qualification Evaluation (table attached in tender document) will be undertaken. A minimum score of 70 points out of 100 points must be score in order to proceed to the Financial Evaluation.

Stage 1 of Evaluation – Functionality

Stage 2 of Evaluation – Price and Preferential Points

Description	Maximum Points Allocated
STAGE 1 OF EVALUATION - FUNCTIONALITY	
FUNCTIONALITY	
• Experience	30 Points
• Team Experience	45 points
• Financial Capacity	25 points
TOTAL	100 points
STAGE 2 OF EVALUATION – PRICE & B BBEE	
PRICE	80
BBBEE POINTS	20

NB: For EFT payments use this reference No. 020114350000. The banking details and detailed breakdown of functionality (stage 1 of evaluation criteria) are available on ELM Website. www.elundini.gov.za and also attached in the 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.gov.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.
 - The latest General Conditions of Contract and any Special Conditions of Contract will apply
 - Failure to comply with these conditions may invalidate your offer
- Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality

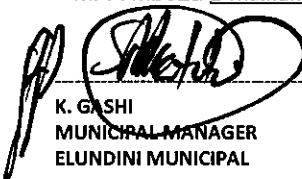
Technical enquiries Contract

Bidding Process Enquires should be directed to:

Mrs T. Zilwa E-mail:thuthulas@elundini.gov.za

Technical Queries should be directed to:

Mr A Mboza E-mail:anelem@elundini.gov.za

 03/09/2018
K. GASHI
MUNICIPAL MANAGER
ELUNDINI MUNICIPAL

ELUNDINI LOCAL MUNICIPALITY



TERMS OF REFERENCE

**PROVISION OF PRINTING SERVICES FOR CORPORATE DOCUMENTS, MARKETING AND BRANDING
MATERIAL**

PROVISION OF PRINTING SERVICES FOR CORPORATE DOCUMENTS, MARKETING AND BRANDING MATERIAL

SPECIFICATION

1. Introduction

Elundini Local Municipality would like to appoint a registered service provider(s) to provide printing services for corporate documents, marketing and branding material.

2. Background

Communications has a responsibility to promote corporate image of the municipality. A panel of at least four (04) suitable and qualified service provider is required to offer printing and related services without any guarantee on the quantum of work that will be issued.

3. Scope

- Layout, design and print all municipal publications, reports, documents, brochures, leaflet, posters and other documents
- Layout, design and print all marketing material as required
- Engage in discussions with ELM to determine delivery timeframes for each issue of the newsletter and other related matters.
- Interact with ELM providing proof of product
- Engage ELM for signing-off before the final material is printed
- Print and deliver the material
- Other printing services not covered in the pricing schedule below, may be required from time to time.

Pricing Schedule

Item	Description	Estimated Quantity	Price
1. Municipal publication quarterly	16 page publication including cover page. A4 Booklets (297 x 210mm) - printed in full colour - double sided - COVER: 4 pages - on 300gsm Hi-Q Titan Gloss - INNER: 100 pages - on 128gsm Hi-Q Titan Gloss - FINISHING: overall gloss UV varnish on one side only (cover) - folded and trimmed to size - perfect bound. Proof-reading, editing & design.	5000 <ul style="list-style-type: none">• English - Printing x 2,000• isiXhosa x 1,000• 600 Sotho; Deliver to one address in Maclear.	

2. Municipal publication once off	100 page publication including cover page. A4 Booklets (297 x 210mm) - printed in full colour - double sided - COVER: 4 pages - on 300gsm Hi-Q Titan Gloss - INNER: 100 pages - on 128gsm Hi-Q Titan Gloss - FINISHING: overall gloss UV varnish on one side only (cover) - folded and trimmed to size - perfect bound. Proof-reading, editing & design.	3600 <ul style="list-style-type: none">• English x2 000• IsiXhosa x1 000• Sotho x 600 Deliver to one address in Maclear	
3. Annual report	Printing of Municipal Annual Report Specification: A4, 350 pages including cover pages; Inside printed full colour both sides on 115g coated matt paper; Cover printed full colour one side on 258g coated gloss paper; Perfect bound; Artwork supplied in print ready PDF. Finished Size: 210mm x 297mm	150 copies	
4. IDP	Printing of Integrated Development Plan Specification: A4, 400 pages including cover pages; Inside printed full colour both sides on 115g coated matt paper; Cover printed full colour one side on 258g coated gloss paper; Perfect bound; Artwork supplied in print ready PDF. Finished Size: 210mm x 297mm	200 copies	
5. Poster	A3 sized poster printed in full colour/waterproof/Gloss paper With strings and backing board; with pictures and wording/text;	200	
6. Poster	A2 sized poster printed in full colour/waterproof/Gloss paper With strings and backing board; with pictures and wording/text	200	
7. Poster	A1 sized poster printed in full colour/waterproof/Gloss paper With strings and backing board; with pictures and wording/text	200	
8.	Banner wall Retractable Deluxe, collapsible, aluminium framed, Veyron Polly Gab White with full colour municipal logo small in blocks and wording. Carry bag Options/Sizes <ul style="list-style-type: none">• Length = 2,25m X Width = 3m	01	
	<ul style="list-style-type: none">• Length = 2,5m X Width = 5m	01	

9.	Pull up banner Horizontal shaped; Aluminium stand; Quality gloss canvass body background/vinyl; with pictures, symbols, wording and logo, one side branded; carrier bag Size = Length - 0.85m x Width - 2m	01	
10.	Tear drop banners Different shaped designs; Aluminium erecting pin; with pictures, symbols wording and logo; printed double sided; carrier bag;		
	Sizes		
	Small	01	
	Medium	01	
	Large	01	

FUNCTIONALITY

With regard to functionality the following criteria will be applicable and the maximum points of each criterion are indicated.

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

Evaluation Criteria	Description	Points Allocated
Company Experience	<p>The company must have experience and capacity in multimedia printing and production services (attach company profile with contactable references). The service provider must demonstrate their experience in similar assignments and must illustrate their understanding of the services required.</p> <ul style="list-style-type: none"> Up to 10 years or more experience in the relevant field =30 points <p>Each year of experience will be allocated 03 points up to a maximum of 10 years</p>	30 points

Provide reference/appointment letters with contactable references for all listed projects. Points will be allocated subject to submission and verification of reference/appointment letters. **NB.** No points will be allocated for listed projects without reference/appointment letters.

Team Experience

45 points

Project Leader has professional profile.

A qualified Graphic Designer or related qualification with their respective Curriculum Vitae who will be able to demonstrate skills, capacity and experience.

- Up to 15 projects which are diverse in nature = 45 points

Each project will be allocated 03 points up to a maximum of 15 years

Financial Capacity

25 points

The tenderer must in Bank rating (include confirmation from bank of financial institution)

_____ (provide bank-rating code)

The following bank codes apply:

Code Description

A - Undoubtedly good for the amount = 25 points

B - Good for the amount =20 points

C - Normally good for the amount =15 points

Total

100 points