

REQUEST FOR QUOTATIONS

QUOTATION NO: 25 - 2014

SPECIFICATION FOR: PRODUCTION OF A MARKETING GUIDE FOR CRAFTERS

Quotations are requested for the following items from suitable service providers:

1. Scope

Quotations are hereby invited from suitable service providers for the following items:

Map specification:

- Profile each crafters in terms of description of work, location, contact details etc.
- Produce a map (full colour, preferably A4 size folded to A5, showing the location of each entity.
- Provide photography and text

Guide specification:

Guide specification:

- **Size:** A4 sized folded in half to A5
- **Quantity:** 500 copies
- **Paper:** 80g Dukuza Gloss
- **Colour:** Full Colour
- **Printing:** Both sides with self-cover and machine vanished to prevent scuffing
- **Calleting and binding:** Booklet and pages to be collated and folded as per designer's instruction and stitched two wires
- **Packaging:** Completed brochures to be packed in batches of 50 in plastic, placed in boxes and delivered to one address in Grahamstown.
- **Images:** to be supplied by the successful bidder in a JPEG Format.

COMPULSORY CONDITIONS IN RELATION TO THIS RFQ IF THEY ARE NOT COMPLIED WITH IT WILL RESULT IN DISQUALIFICATION

- THIS IS A TWO (2) ENVELOPE SYSTEM THE MINIMUM FUNCTIONALITY SCORING IS 60 POINTS
- ENVELOPE 1: PRICING; ENVELOPE 2 : FUNCTIONALITY
- THE FOLLOWING DETAILS NEED TO BE ON EACH ENVELOPE
- RFQ NUMBER; COMPANY NAME; ENVELOPE NUMBER AND DESCRIPTION
- IT IS COMPULSORY TO SUBMIT A SAMPLE OF PREVIOUS WORK DONE

FUNCTIONALITY SCORING

AREA	SCORE
Relevant Experience	30
Understanding the project scope	20
Knowledge of the Makana area	20
Delivery methodology	30

The following conditions will apply:

- Must be registered on the Municipal Suppliers Database (Please state your supplier number as proof of registration);
- Price must be VAT inclusive (for all registered vendors);
- The Municipality is not obliged to accept the lowest or any quotation;
- A firm delivery period must be indicated;
- All quotations will be adjudicated in terms of council's Supply Chain Management Policy;
- The following documentation must be submitted with your quote in order to be considered, failing which will lead to disqualification:
 - a) An original valid SARS Tax Clearance Certificate
(UNLESS the bidder is registered on othe Accredited Supplier Database of the municipality AND the municipality has a valid original tax clearance certificate on record. The onus is on the service provider / bidder to ensure that the Municipality has a valid original tax clearance certificate on record (prior to submission of their quotation).)
 - b) A valid Billing Clearance Certificate from your Local Municipality
 - c) Copy/ies of the Company registration e.g. CK1, CK2, Trust documents, sole provider etc.
 - d) Original certified copies of Directors Identity Documents
 - e) An original certified copy of the B-BBEE certificate
 - f) Completed MBD 4 form (Declaration of Interest)
 - g) Completed MBD 9 form (Certificate of Independent Bid Determination)
- Please ensure that all returnable documentation are numbered (e.g. page 1 of 5 etc.) and binded in 1 (one) document ;
- The quotations must be submitted on the Letterhead of your business.
- Please ensure that the returnable documentation is placed in a sealed envelope clearly indicating the **RFQ Number & DESCRIPTION** on the envelope;
- **THE QUOTATION BOX IS LOCATED UPSTAIRS SITUATED IN THE FINANCE DIRECTORATE, 86 HIGH STREET, GRAHAMSTOWN, (DURING NORMAL OFFICE HOURS).**
- Quotes that are late will not be accepted. Quotations per fax or E-mail will also not be considered.
- The evaluation criteria is 80:20

NB: BIDDERS WHO ARE IN THE SERVICE OF THE STATE WILL NOT BE CONSIDERED.

The quotation must be submitted on the letterhead of your business and hand delivered at the Finance Offices, High Street in Grahamstown

For further enquiries contact: Mr T Sindane 046603 6124

Closing date: 06 March 2015

Closing time: 12:00

B KHUMALO
ACTING MUNICIPAL MANAGER

Makana Municipality shall strive to ensure sustainable, affordable, equitable and quality services in a just, friendly secure and healthy environment, which promotes social and economic growth for all.

...a great place to be
