



MAKANA
MUNICIPALITY | EASTERN CAPE
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BID NOTICE / ADVERT

RE-ADVERTISEMENT

Makana Local Municipality invites all experienced and competent suitable service-providers that are fully equipped for the Printing and posting of municipal service Debtors Accounts.

| Project Name | RFQ No | Preference Points System | Compulsory Briefing / Site Inspection Meeting | Closing Date & Time | Date Advertised |
|--|--------------------|--------------------------|--|---------------------|-----------------|
| Printing and posting of municipal service Debtors Accounts | RFQ/2017-18/BTO/22 | 80/20 | No Compulsory Briefing/Site Inspection Meeting | 09/01/2018 | 30/01/2018 |

Bidders are required to submit the following mandatory documents:

- Bidders must submit a valid SARS Tax status report Issued with a Pin; failure to submit will result in disqualification.
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9, failure to submit will result in disqualification.
- Billing clearance certificate/ lease agreement signed by both parties the lessor and the lessee, if expired extension of the lease must be attached or statement of municipal accounts not more than 3 months old must be attached to and be returned with the Tender documents, failure to submit will result in disqualification.
- Tenderers must be registered as a supplier/service provider on Makana Local Municipality supplier/service provider database and Central Supplier Database (CSD) proof of registration (Makana Database Confirmation Letter; CSD Registration report) on both databases must be submitted.
- **Tenders** which are late, incomplete, unsigned or submitted by fax to email or electronically, will not be accepted.
- Documents to be filled with black ink.
- CK / Company Registration Certificate or certified copy must be submitted, if a Sole Proprietor provide affidavit confirming ownership and failure will result in disqualification.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2017 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive proposals will be evaluated based on the following two stages, namely:

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

A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price.

Failure to supply all required and supplementary information **will result in the Tender** being deemed non-responsive; **and therefore the Tender** will not be considered for award.

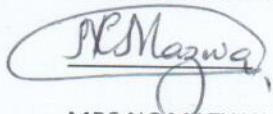
| ITEM | QUALIFYING CRITERIA | WEIGHTS | TOTAL POINTS |
|---|--|---------|--------------|
| Company related experience | 0-3 years | 10 | 20 |
| | 3-5 years | 15 | |
| | 5 and above years | 20 | |
| 10 points per reference letter to a maximum of 3 projects | 10 per reference letter (if not provided 0 points) | 30 | 30 |
| Confirmation that the printing system will integrate with Makana Munsoft Billing system | 10 for information letter (if not provided 0 points) | 10 | 10 |
| Detailed Methodology (it must include the quality processes in place to prevent mistakes from impacting on clients and confidentiality of information) with time frames | Methodology (25 points) and time frames (15 points) (if not provided 0 points) | 40 | 40 |

Closing Date: Completed bid documents in sealed envelopes, clearly marked “**Printing and posting of municipal service Debtors Accounts RFQ/2017-18/BTO/022**” should be deposited in the RFQ BOX situated at UPSTAIRS Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than 09 February 2018.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Enquiries are to be directed to Project Manager-**Mrs D May**, Tel **046 603 6213** and all SCM queries are to be directed to Ms. Z Gxowa 046 603 6022.

Issued by office of the Acting Municipal Manager: Mrs NC. Mazwayi



MRS NC MAZWAYI

ACTING MUNICIPAL MANAGER

SPECIFICATIONS: PRINTING AND POSTING OF MUNICIPAL SERVICES DEBTORS ACCOUNTS

BACKGROUND

The Makana Municipality requires the printing and distribution of Municipal accounts and newsletters for a 3 year period. The Municipality generates approximately 22 000 accounts per month and additional newsletters as required.

SCOPE OF WORK

1. Escalation on prices will be allowed to a maximum of 6% per annum
2. The tendered price must include vat
3. A draft Service Level Agreement (SLA) must be attached to the tender document
4. The Tenderer shall indicate compliance and whether the offer deviates from any of the requirements of the tender. Alternatives must be listed separately.
5. Approximately 22 000 accounts and newsletters are distributed per month
6. Tenders must be valid for a period of 60 (sixty) days from the closing date of the tender.

SPECIFICATIONS

The solution must ensure that sufficient control measures are in place to:

- Reduce human intervention in the generation, printing and distributing of statements and newsletters.
- Ensure data integrity of supplied client account details.
- Ensure that quality processes are in place to prevent mistakes from impacting on clients and the confidentiality of information.
- High Quality of printing
- Printing and posting of Accounts within 72 hours from the time the data is received but after receipt of confirmation to proceed.
- The system must have the functionality to process and format data streams from the following formats: Flat text files and PDF (High Resolution), but not limited to these