

Ref: Ms. Portia Skosana (SCM)

Tel : (016) 492 0214

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)
(For publication on Lesedi Local Municipality's Website and Notice Boards)**

Kindly furnish Lesedi Local Municipality with a written quotation on the goods listed hereunder:

RE-ADVERT: RFQ: 29/2021: QUOTATIONS ARE HEREBY INVITED FOR "DESIGN, PRINTING AND DELIVERY SPLUMA PROMOTIONAL MATERIAL (SPLUMA COMPLIANT INFORMATION BOOKLETS) FOR THE LED AND PLANNING DEPARTMENT IN THE LESEDI LOCAL MUNICIPALITY"

Advertising date: 02 September 2021

Closing date and time: 08 September 2021 @ 12:00

The quotation must be submitted in a sealed envelope marked "**Quotations Are Hereby Invited for "Design, Printing and Delivery Spluma Promotional Material (Spluma Compliant Information Booklets) For the Led and Planning Department in the Lesedi Local Municipality"**" and must be delivered by hand before the official closing date and time to:

The SCM Unit of LLM
Civic Centre
Corner Du Preez & HF Verwoerd Streets, Heidelberg
Upper Level West Wing
Tender Box

The following conditions will apply:

- Supply Chain Management Unit, Civic Centre, Upper Level West Wing Heidelberg. The lowest or any quotations will not necessarily be accepted and LLM reserves the right to accept the quotation in total or only in part.
- To participate in LLM's quotation procurement of goods and services, suppliers are requested to register on National Treasury Supplier Database (CSD).
- According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) are only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less for EME and not in excess of R50 million for the QSEs and level of Black ownership to claim BEE points
- **Quotations will be evaluated in accordance with the Preferential Procurement Policy Framework Act:2000 Preferential Procurement Regulations, 2017**
4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:
(b) And EME or QSE

(2) A quotation that fails to meet any prequalifying criteria will be unacceptable.

- All suppliers of goods & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ www.csd.gov.za
- Bidders must ensure compliance with their tax obligations.
- Bidders are required to submit their unique personal identification number (PIN) issued by SRS to enable the organ of state to view the taxpayer's profile and status
- Application for tax compliance status (TCS) OR PIN NO: may also be made via E-filing. In order to use this provision, Taxpayers will need to register with SARS as E-Filers through the website..WWW.SARS.GOV.ZA.
- Foreigner suppliers must complete the pre-award questionnaire in PART B:3
- The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges.
- Bidders may submit a printed TCS CERTIFICATE together with the bid. bids where consortia/ sub-contractors are involved, each party must submit a separate TCS certificate /Pin & CSD summary report/number.
- CSD Summary report must be attached
- No late quotations delivered after the official closing date and time will be accepted.
- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the documents below:
- Bidders must print the following documents from LLM website under quotations.
 - **MBD 1. Invitation to bid**
 - **MBD 2. Tax Clearance Requirements**
 - **MBD 4. Declaration of interest**
 - **MBD 6.1 B-BBEE Status Level of Contribution.**
 - **MBD 6.2 Declaration for local production and content for designated sector**
 - **MBD 8: Declaration of bidders past supply chain management practices.**
 - **MBD 9: Certificate of independent bid determination.**
 - **Sworn Affidavit: B-BBEE-EME.**
 - **Authority of Signatory**

If the MBD forms are not completed & submitted, your quotation will be rejected.

- No quotation will be considered from persons in service of the state (MDB 4)

**LESEDI LOCAL MUNICIPALITY
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Lesedi Local Municipality requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

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| RFQ NUMBER: | RFQ: 29/2021: QUOTATIONS ARE HEREBY INVITED FOR “DESIGN, PRINTING AND DELIVERY SPLUMA PROMOTIONAL MATERIAL (SPLUMA COMPLIANT INFORMATION BOOKLETS) FOR THE LED AND PLANNING DEPARTMENT IN THE LESEDI LOCAL MUNICIPALITY” |
| ADVERTISING DATE: | 02 SEPTEMBER 2021 |
| DEPARTMENT: | LED and Planning |
| DESCRIPTION OF SERVICES | <p>PROJECT SCOPE / DELIVERABLES</p> <p>SCOPE OF WORK</p> <ul style="list-style-type: none"> <input type="checkbox"/> Production, design, and layout of A5 information series booklets with animations <input type="checkbox"/> Print of 2000 A5 information series booklets <input type="checkbox"/> Digital Format of brochure for online use <input type="checkbox"/> Voice over video of no longer than 5 min per booklet <p>INFORMATION SERIES BOOKLET SPECIFICATION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description: Animations, content sourcing, links <input type="checkbox"/> Design and Layout using latest design software (Adobe InDesign), Editing of animations using <input type="checkbox"/> Design and Layout: The layout of the booklets is required to follow the generally accepted standards required for brochure design in the public sector, specifically those relating to public entities. Page layout will be A5 portrait and will be no more than 20 pages including covers. <input type="checkbox"/> The design for the brochure should be innovative, yet simple use of design elements to ensure that the content and official nature of the booklets are not detracted from. <p>PRINTING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Finishing: A5 Booklet Self Cover plus Machine Varnish <input type="checkbox"/> Stock: Gloss: Printed Full Colour both sides on Gloss, 170g/m², White Saddle <input type="checkbox"/> Quality: Stitching Trimmed to size HQ White Matt 170gsm (or similar) <input type="checkbox"/> Ten series booklets comprising of 2000 Printed Copies of actual information series booklets <p>VOICE OVER NARRATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> 10 voice over narration DVDs or downloadable links of voice over narrative video of booklet content not longer than 5 min <p>PUBLICATION SERIES</p> <ul style="list-style-type: none"> — volume 1: to be designed and printed first — volumes 2–10 design follow volume 1 layout |

General Type Guidelines: as per South African acceptable Graphic Standards

(can be sent as a pdf to designers)

- a) Headline text: Century Gothic or alternative
- b) Body text: Century Gothic or alternative

Logos

- a) Lesedi Local Municipality logo on cover as per Graphic Standards
- b) Lesedi Local Municipality logo on back cover with address block as per Graphic Standards

Presentations to Lesedi Local Municipality planning section by designer

- a) Covers
 - Five loose B/W or color comps to LESEDI LOCAL MUNICIPALITY within 3 days (can be PDFs)
 - 2-3 full size color comps for LESEDI LOCAL MUNICIPALITY
- b) Text pages
 - Two B/W comprehensives showing two different layouts deliver within 1 week of appointment.

Proofing

- a) The LED and Planning will proofread and sign off package before closure of contract within proposed timeframes

Schedule

- a) Final text ready on _____
- b) Preliminary layouts due on _____
- c) Final layout to printer on _____
- d) Printed version delivery date _____

Preparation for Printing

- Designer to prepare printing specifications for LESEDI LOCAL MUNICIPALITY to bid out printing. Please note: Printers under LESEDI LOCAL MUNICIPALITY contract will be used
- In Design files in Macintosh format on soft copy (not returned).
- Graphic files should be Illustrator 10 or Photoshop 6 compatible

Hard copy of all pages, marked for color, provided to printer

Copyright: The information series booklets will be the sole ownership of the Lesedi Local Municipality

Price Quotation for SPLUMA compliant information series booklets (in South African Rands)

BIDDER MUST SUBMIT A FEE PROPOSAL

14. TOTAL FINANCIAL OFFER

| | |
|-------------|---|
| TOTAL OFFER | R |
| | |

POINT SCORING

All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below: The RFQ will be evaluated on the basis of the 80/20-point system as stipulated in the Preferential Procurement Policy Framework Act.

80 points for Price

| | |
|---|--|
| | 20 points for BBEE level of contribution |
| COMPULSORY RETURNABLE DOCUMENTS REQUIRED: | <ul style="list-style-type: none"> • Company registration documents • Certified Copies of ID's of members/directors • Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9 • MBD 1. Invitation to bid • MBD 4. Declaration of interest. • MBD 6.1 B-BBEE Status Level of Contribution. • MBD 8 Declaration of bidders past supply chain management practices. • MBD 9: Certificate of independent bid determination. • Schedule (fixed prices including Vat) • Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents. • Copy of latest municipal account and/or signed lease agreement by both parties. • The bidding entity as well as all its directors must submit Municipal account which is not more than three (3) months in arrears or valid lease agreement which is in the name of the business and/or the directors, which must stipulate the responsibility of payment of municipal services. • If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services. • If the business operates from the different address as per CIPC document, affidavit must be provided • Bidder must attach the Central Supplier Database (CSD) registration summary report. • Bidders must attach TCS Pin no (Tax Compliance Status). |
| CLOSING DATE AND TIME: | 08 SEPTEMBER 2021 @ 12H00 |
| DELIVERY PERIOD | Delivery period after the date of official order fourteen (14)days |
| ENQUIRIES | Phiwe Mhlola at 016 492 0252; Email: phiwem@lesedi.gov.za |

CONDITIONS:

- All prices quoted must be **inclusive of VAT.**
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (90) days from date of your offer

Name of Bidder: Tel No/ Cell No :.....
Contact Person Fax Number
Residential Address Postal Address
.....
.....
.....
E-mail address:
.....

Supplier Number (CSD) MAAA:

Tax Compliance Status (TSC) Pin:

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.....
Signature

Date

“Bidders are encouraged not to attend Quotations opening sessions to ensure compliance with COVID-19 Level 3 Lockdown Regulations. However, Prices captured during opening of Bids will be emailed to all the Bidders who expressed interest by submitting their Quotes”.

APPROVED BY:

Mr S’busiso Dlamini
Acting Accounting Officer