

07 JANUARY 2020

RFQ56

REF NO: 8/2/1/01/2020

NOTICE NO: 01/2020

QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "RFQ56: PROMOTIONAL & MARKETING SERVICES" TO THE QUOTATION BOX SITUATED AT:

SUPPLY CHAIN MANAGEMENT OFFICE (LESEDI OFFICES)

C/O DU PREEZ AND HF VERWOERD STREET

HEIDELBERG

1438

ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO MR THAMI GORATI (016) 492 0039 AND MRS SIBULELO MOKOENA @ 016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT

CLOSING DATE: 15 JANUARY 2020@12H00

Name of Company: _____

Fax: _____

Telephone: _____

Date: _____

The following documents must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Tax pin obtained from SARS on SARS letterhead and/or Central Supplier Database (CSD) number on CSD letterhead obtained from www.csd.gov.za, must be provided for verifying the tax compliance status.
- MBD Forms (MBD1, MBD 2, MBD4, MBD 6.1 MBD 8, MBD 9 and the Clearance Certificate for Water & lights)
- Latest municipal account.
- Valid lease agreement if the bidder is leasing.
- CSD registration report.
- Proof of previous experience (2 or more reference letters with contactable references)

EVALUATION CRITERIA: 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD1, MBD 2, MBD4, MBD 6.1 MBD 8, MBD 9 and the Clearance Certificate for Water & lights can be downloaded from our website on the following link: www.lesedilm.gov.za/key/scm MBD forms should be scrutinized, completed and submitted together with your quotation. All objections and complaints must be lodged within 14 days and in writing to the municipal manager's office.

| Designated Group: An EME or QSE which is last 51% owned by: | EME | QSE |
|---|-----|-----|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |

NB: Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.

SCOPE OF WORK

1. Production, Design and Layout A5 Brochures
2. Print of 1000 A5 Brochures
3. Digital Format of brochure for online use

Brochure Spec: 20 page A5 Booklet Self with Gloss Cover
A5 148mm x 210mm

Description: Photographs, content sourcing, links
Design and Layout using latest design software (Adobe InDesign), Editing of photos using (Photoshop)

Design and Layout: The layout of the brochure 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 20 pages including cover.

The design for the brochure should be innovative, yet simple use of design elements to ensure that the content and official nature of the document is not detracted from.

PRINTING A5 Booklet Self Cover plus Machine Varnish

Finishing: Gloss: Printed Full Colour both sides on Gloss, 170g/m², White Saddle

Stock: Stitching Trimmed to size HQ White Matt 170gsm (or similar)

Quantity: 1000 Printed Copies

Delivery: Lesedi Local Municipality Offices

DIGITAL BROCHURE

Online Brochure: Design and Layout using latest design software (Adobe Indesign) Editing, animation, visual effects, titles and links

Post Production: DVD duplication, design, printing, packaging and delivery 1 Digital E-Brochure in the form of Digital PDF

Quantity: Delivery: Lesedi Local Municipality Offices

4. Production of Audio Visual Video with Motion Graphics

AV Spec:

| | |
|--------------|---|
| Description: | 3-4 min Audio Visual with Motion Graphics Video Footage, Photographs, Content sourcing |
| Format: | Produced using latest software (Video Production Software) Hi res Mov DNX HD and compressed MPEG 4 H264 with Sound and animation |