



SUPPLY CHAIN MANAGEMENT OFFICE

PUBLIC NOTICE	SCM:002/2021/2022	DATE	08/07/2021
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MOSES KOTANE LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR APPOINTMENT OF SERVICE PROVIDER TO RENDER GRAPHIC DESIGN, LAYOUT EDITING AND PRINTING OF INFORMATION BOOKLETS.

THE APPOINTED SERVICE PROVIDER IS EXPECTED TO DELIVER ACCORDING TO THE FOLLOWING SPECIFICATIONS:

- The Planning and Development Department needs service from a Graphic Designer who will be designing an information booklet and printing 450 A5 booklets
- A document totalling 35 pages in A5 (excl. cover page)
- Cover page (front and back) to be printed in laminated 250gsm gloss paper
- The rest of the book to be printed on 125gsm gloss paper
- Stapled binding method to be used

NB:

- Submit 10 discs of softcopies of the booklet
- Submit 3 preliminary booklets(different styles) for final decision taking by the department

FUNCTIONALITY

CRITERIA	REQUIRED DOCUMENT	MAXIMUM POINTS OBTAINABLE
Key personnel Graphic Designer	Attach CV, certified ID copy and certificates	20
Company experience in Graphic Designing and printing Similar projects conducted 3 or more similar projects = 30 2 similar projects = 20 1 similar project = 10	Bidders Profile (Portfolio of work) with valid appointment letters/purchase orders	30
TOTAL		50
All bidders who score less than 60% out of 100% on functionality will be considered for further evaluation		

MKLM plans to address socio-economic issues (with specifics on numbers to be achieved) which include:

1. Maximisation of job opportunities (labour histograms);
2. Creation of opportunities and meaningful involvement of local SMMEs;
3. Proof of office locality (e.g. municipal account, title deed, and lease agreement etc. must be attached

Bids will be evaluated and adjudicated in accordance with the following legislation:

1. The municipal Finance Management Act
2. Supply Chain Management Policy of MKLM
3. PPPFA and associated regulations
4. 80/20 preference point system will be applied to this bid.

*******IMPORTANT NOTE.**

THE FOLLOWING COMPULSORY RETURNABLE DOCUMENTS MUST BE SUBMITTED TOGETHER WITH A QUOTATION. NONE SUBMISSION OF THESE DOCUMENTS WILL INVALIDATE YOUR QUOTATION.

COMPULSORY LIST OF RETURNABLE DOCUMENTS

1. Fully Completed MBD 4 – Declaration of interest form – obtainable from SCM office / rates hall /municipal website
2. Fully Completed MBD 9 – Certificate of independent Bid Determination –Obtainable from SCM office /rates hall / municipal website
3. BBB-EE Certificate/Sworn affidavit – no certificate attached, no points
4. Certified Green Bar Coded ID or Smart Card of company directors/Members/Owner
5. Tax Clearance certificate/Tax pin number
6. Central Suppliers Database registration report (CSD)
7. Company Registration Certificate (except for Sole Proprietors)
8. Current Statement of municipal account (rates and taxes) not older than 3 months. Provide affidavit from south African Police(SAPS)and Proof of residence if working from home
- 8.1. If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be accompanied by an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property.
9. Provide affidavit from south African Police(SAPS)and Proof of residence if you reside in a village where you do not pay rates and taxes **“stating that you do not pay rates and taxes of the company and you are working from home”**





MOSES KOTANE LOCAL MUNICIPALITY

Enquiries: Seageng Marule
Tel : 014 555 1313
Fax : 014 555 6368
Ref.:
E-mail: SLetsholo@moseskotane.gov.za

9.1. If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be accompanied by an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property.

10. Current statement of Municipal account(rates and taxes)not in Arrears for the period of over three months, proof of residence for directors/members of the company or close corporation and affidavit stating that you work from home and you are not paying rates and taxes of the company.

NB: COPIES OF CERTIFIED COPIES WILL NOT BE ACCEPTED

NB: IF RATES AND TAXES ARE IN ARREAS FOR MORE THAN 90 DAYS, BIDDERS WILL BE DISQUALIFIED.IT IS THE RESPONSIBILITY OF THE BIDDER TO PROOF THAT NEITHER THE ENTITY/COMPANY NOR ITS DIRECTORS (IN THEIR INDIVIDUAL CAPACITY) DO NOT OWE MUNICIPAL RATES AND TAXES

Quotations can be marked for the attention of the Municipal Manager, "SCM...../2021/2022-**QUOTATIONS FOR APPOINTMENT OF SERVICE PROVIDER TO RENDER GRAPHIC DESIGN, LAYOUT EDITING AND PRINTING OF INFORMATION BOOKLETS**.and deposited in the Tender box situated at Civic Centre, Rates Hall.

CLOSING DATE	15/07/2021
TIME	10H00

- The municipality reserves the right to negotiate conditions and requirements with the successful bidder and is not obliged to appoint the lowest or any proposal submitted.
- Quotations received after the closing date and time will not be accepted.

Enquiries can be directed as follows		
Specifications Enquiries	Ms D. Lesejane	060 998 3562
Procurement Enquiries	Ms S. Marule	060 982 2001

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Mr. M.V Letsoalo
MUNICIPAL MANAGER

Handwritten mark

