

1st Floor, 29 South, 7 Umsinsi Junction, La Mercy,
KwaZulu-Natal, 4399
www.moseskotaneinstitute.com

REQUEST FOR QUOTATIONS (RFQ)

REF No	MKIQ71/2022
Description	Design for Artwork for Digital Centres (Canvas prints, Posters, Wallpapers, Banners, and Contra vision.
Address	1 st Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399
Closing date and time to submit quotation.	18 October 2022 at 16H30
Quotations and enquires must be emailed to:	gcino.lugayeni@moseskotane.com
Technical inquiries must be emailed to:	nokuthula.shongwe@moseskotane.com

Disclaimer

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.

Terms and Conditions

- Quotations must be emailed by no later than 18 October 2022 at 16h30. Quotations received after the closing time and date will not be considered.
- All prices must be all-inclusive. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Quotations to be valid for a period of 60 days from the closing date of the bid

Background

The Moses Kotane Institute is an entity of the KwaZulu-Natal (KZN) Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA), with a mandate to conduct world-class research into training, skills development, and provincial strategic economic sectors; and to strategically lead on innovation and maritime coordination and implementation activities to respond to the needs of the provincial economy. MKI generally aims to provide timely and accurate research to support the attainment of radically transformed inclusive and sustainable economic growth for the province in partnerships with the public and private sectors.

The Corporate Services unit provides support to operations by securing partnerships, establishing, and maintaining effective communication within the Institute, shareholders, and stakeholders. This unit also employs varied systems and strategies to enhance brand awareness and increase knowledge about the Institute's programme offerings. Against this backdrop, the Moses Kotane Institute is looking for the services of a registered service provider to design artworks for branding digital centres: Canvas prints, Posters, Wallpapers, Banners, and Contra visions.

MKI in partnership with different stakeholders manages Digital Centres which are in different municipalities in KwaZulu Natal. Digital Centres are catalysts in fast-tracking activity for economic development for the township and rural areas. The facilities provide key services to entrepreneurs and innovators to establish themselves. The centres provide access to ICT infrastructure, digital skills centre, connectivity, etc.

2. PURPOSE AND OBJECTIVES TO PRINT AND INSTALLATION OF ARTWORK FOR DIGITAL CENTRES.

The purpose of the designed artwork for digital centres is to professionally display the branding of MKI on each digital centre as the branding and marketing policy of the MKI stipulates such activity.

The objectives are therefore as follows:

- (i) To provide clear and concise branding of the MKI on Digital centres
- (ii) To reflect MKI's involvement in the establishment of Digital centres as it is mandated to do so.
- (iii) To enable Digital centre patrons to distinguish MKI's digital centre and this can gain MKI's loyalty to the public.

3. PARTICIPANTS

The main participants identified for the design of Digital Centre artworks:

- Appointed a registered service provider to design artwork.

4. SCOPE OF WORK

The service provider will be expected to design artworks that will be guided by MKI marketing and branding policies. The service provider will be expected to render the following services.

- Print and install X30 Canvas prints
- Print and install X30 A1 posters 30
- Print and install X15 Wallpapers
- Print and supply X30 Pull-Banners
- Print and supply X15 Wall banners
- Print and install X15 Contra visions
- The service provider will have to travel to the centres to determine the artwork sizes of the artwork requirements. The centres are in the following areas:

Digital Centre that requires new branding:

- Moses Kotane Institute Offices
- Jozini
- Richmond (new)
- Maphumulo (new)
- Westville (Lakeside)

- Mangosuthu University of Technology (new)

Digital Centres that require rebranding:

- Kokstad
- uMfolozi
- Mandeni (Umfolozi TVET College)
- OKhahlamba (Bergville)
- uPhongolo
- Inkosi Langalibalele (Amahlubi)
- uMdoni

5. REQUIRED COMPETENCIES AND REQUIREMENTS

- Understanding of assignment required by the Moses Kotane Institute
- Three reference letters where the bidder conducted similar services in the past five years (preferably government entities/governments).
- A minimum of 5 years' experience
- The bidder must have national and international reach.

TECHNICAL EVALUATION

Bidders are expected to score a minimum of 50 points from the grid below to qualify for the next **stage of evaluation**.

Description	Range	Score
Experience in a similar project	5 years and above	30
Company reference	3 reference letters	20

Proposed artwork



The following documents to be submitted with the quotation

- Proof of company registration, where applicable i.e., unless you a sole proprietor
- Valid tax clearance certificate/pin
- Valid BBBEE certificate by a SANAS accredited agency/company or affidavit
- Bank account confirmation letter
- Proof of registration on the Treasury Central Supplier Database (CSD)
- Supplier declaration form (attached hereinto)

NB: Failure to submit the above documents will lead to disqualification.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

