



**CONTRACT NUM: JSM /COMMS - 1/22W01 APPOINTMENT OF
PANEL FOR THE LAYOUT, DESIGN, BRANDING, PRINTING AND
SUPPLY OF PRINTING WORKS, ON AN AS AND WHEN
REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS (THREE
YEARS).**



TENDER DOCUMENT

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SCOPE OF WORK

Part C3: Scope of Work

C3 Scope of Work



DR JS MOROKA LOCAL MUNICIPALITY



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C3 SCOPE OF WORK

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REQUIREMENTS AND SCOPE OF WORK

1. PROJECT SPECIFICATION

REQUIRED GOODS FOR THE PERIOD OF 3 YEARS

	DESCRIPTION (Texture, size, no of pages)	COLOUR	QUANTIT Y	NUMBER OF COPIES (ANNUALLY)
1	A4 quarterly NEWSLETTER A4 Size: 16 pages self cover, colour printing. Colour printing, binding: folded, inserted, two wires and trimmed to size Printed in Mongani Gloss Art 135 gsm.	Full colour	3000	12
2	POSTERS 170 gsm Magno Gloss different size, in colour, in gloss silk or matte finish. (Gloss) Trimmed to size A0, A1, A2, A3	Full colour	Per 1000 average	12



3	<p>DIARIES A4 full colour municipal profile, two colour block inside, cover printed and laminated (for executives to be named) A5 two colour block inside, cover printed and laminated A6 Pocket size, cover printed and laminated.</p>	Full colour	150 400 200	1 1 1
4	<p>CALENDARS Tent/Pyramid standing calendars, printed in full colour on one side, on 350gsm magno gloss paper, scored and glued and die-cut folded. A1 Wall calendars, printed in full colour on one side only in 170 gsm Magno gloss paper, with gold rim on top and bottom, to balance it on the wall, design a hole on top of the ring to enable hanging on the wall. A2 Desk pads calendars, with 14 leaves printed on 120 gsm cartridge paper, trimmed, collated and padded on to backing board, with 2 plastic corners.</p>	Full colour Full colour Full colour Full colour	700 4000 700 400	1 1 1 1
5	<p>BROCHURES (fact sheet, places on interest, tourism projects, faces of council, know your councillor, water, customer service standards, fraud & corruption) 135gsm Magno Gloss paper A4-DL Z Fold Half fold Trifolds Full colour, printed on both sides.</p>	Full colour	 3000 3000 3000 3000	12
6	<p>PRESENTATION FOLDERS A4 PLUS (Magno double sided coated matt printed. Die-cut) 10mm gusset folders 350gsm Magno gloss, inside right panel, with slit for business card slot. Glued folder.</p>	Full colour	1500	2
7	<p>ENVELOPES Full gum 90 gsm bond envelopes Flexo printed, opaque non-window. A3 200gsm A4 150 gsm A5 90 gsm</p>	White	 2000 1000 400	 1 2 1
8	<p>PICTURES Colour pictures with semi-gloss finish photo paper lamination A3 on 150 gsm A4 on 150 gsm</p>	Full colour		



	Suggestion boxes, with lockable pad & hinges 300mmX300mmX300mm Table cloths 1.8m box fitted Exhibition material (Dolls, ornaments, calabash, etc)			
19	SIGNAGE Gloss transparent sticker print 1m Matt-finished sticker print-Premium Bubble free white vinyl 1000mmWX 1300mmW Cut-out gloss vinyl letters 100mmWX1200mmH Aluminium signs A4 size Signboards 200mmX500mm Planted double-sided signboard 600mmX 600mm Planted 1225mmX2450mm single-sided chromadek signboard Directional Sign & frame 600mmX2450mm , UV Office labelling on glass 100mmX400mm black vinyl cut lettering to be applied on glass. WALL SIGNAGE Self-adhesive texture wall paper- 240gsm 1000mmWX1300mmH Wall graphics DOOR & WINDOW GRAPHIC Window graphic 2450mmHX1320mm Door graphics (sandblast/frosted vinyl) W1000mmx1200mmH , trim to size Vista signs 200X800, 200X500, 100X500 104X100mmX400mm aluminium signboards Toilet signs 200mm X200mm Aluminium brochure stand- 6 pocket	Full colour		2

(a) Any other printables.

As and when required by the employer the successful bidder as part of the scope of work the service provider will again be expected to supply and delivery any printables and or items that has a direct impact to the functionality of the Communications duties at a price that would be agreed upon and later approved by the employer.



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