



## PRINTING AND DISTRIBUTION OF MUNICIPAL ACCOUNT STATEMENTS AS AND WHEN REQUIRED, FOR A PERIOD OF THREE YEARS

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### 1. Guideline for Terms of reference

*This tender is for the appointment of a service provider for the appointment of a service provider for printing and distribution of municipal account statements.*

#### A. Background

*The Moqhaka Local Municipality is required to conduct monthly billing to all its residents and account holders. These monthly bills need to be sent to the residents for services rendered. Moqhaka Local Municipality wishes to appoint a service provider that will adhere the scope of work below and the terms of contract.*

#### B. Scope of Work / Terms of Reference

##### 1. Printing (Average: 50 000)

Printing and Folding:	Full colour printing on both sides of the Litho sheet, and folding
Form Size:	A4 80 gsm bond pape / DL one-step mailer

##### Mail Processing

Convert A4 statement to DL one-step mailer  
Sort for maximum postage discount  
Mail at SA Post Office

##### 2. Account Emailing

Bulk and individual emailing of account statements

**3. Account viewing (online)**

Online viewing platform for account statements

**4. SMS Statements**

Bulk and individual distribution of account statements via SMS

**Expected outputs / Outcomes (Returnable)**

- Once off pricing on the above-mentioned services (pricing as per the above schedule)
- Company profile, reflecting capacity and infrastructure

**C. Reporting**

*The Manager ICT will be responsible for the reporting as and when deliveries are done.*

**2. Preferential Points System**

*Indicate whether the tender will be evaluated in terms of 80/20 below R50 million and 90/10 above R50 million.*

80/20

**3. Duration of the Contract**

*State how long the contract will take*

THREE YEARS

**5. Functional or Technical Evaluation Criteria (If Applicable)**

*See examples of Functional Evaluation Criteria below in Annexure A*

**ANNEXURE "A"**

**Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline**

*Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation*

CRITERIA	WEIGHT	POINT	DOCUMENTS TO BE SUBMITTED AS PROOF OF SCORING
<b>Company's experience with similar projects:</b> 0 Project 1 Project 2 Projects 3 Projects 4 Projects 5 > Projects	0 1 2 3 4 5	43	Provide proof of appointment of similar projects completed, with contact details for references that can be contacted by the Municipality to confirm outcome of the appointed services.
<b>Capacity of distribution system:</b> A4 Printing, Email, SMS, Online Platform A4 Printing, Email, SMS A4 Printing, Email	5 3 1	40	Bidder must attach proposal or letter of commitment.
<b>Distribution of Accounts:</b> Two weeks or less Three weeks More than three weeks	5 3 1	10	Letter of delivery to be attached
<b>Locality:</b> Outside Free State Free State Fezile Dabi Moqhaka	0 1 3 5	7	