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ELUNDINI LOCAL MUNICIPALITY REQUEST FOR PROPOSALS

The Elundini Local Municipality is requesting for proposals on the following services:

Project Name	Bid No	Contact Details for Technical enquires
Provision of Multimedia Printing Services	ELM-1/013/2021-2022	Mr A. Mboza 045 932 8197 anelem@elundini.gov.za
Provision of 41 Tablets with insurance	ELM-1/014/2021-2022	Mr V. Matyeni 045 932 8132 vukilem@elundini.gov.za

1. Request for a panel of four (4) service providers with experience and suitable qualifications to offer printing services for corporate documents, marketing and branding material without any guarantee on the quantum of work that will be issued for a Period of three (3) Years.

2. Supply and delivery of 41 Tablets with fixed term contract of 24 months including device insurance

Contracts will be based on the National Treasury General Condition of Contracts. Bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No. 5, 2000) and the Elundini Local Municipality's Supply Chain Management Policy.

Stage 1 of Evaluation – Functionality

ELM-1/013/2021-2022		ELM-1/014/2021-2022	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Team Experience	25	Previous Experience	40
Company Experience	50	Capacity and Expertise	60
Methodology	10		
Total Points	85	Total Points	100

Stage 2 Evaluation – Price and Preferential Points

STAGE 2 OF EVALUATION – PRICE & B BBEE	
PRICE	80
BBBEE POINTS	20

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation on both bids.

The terms of reference, detailed breakdown of Eligibility Criteria and functionality criteria, and scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.elundini.gov.za and will be also attached in the tender document.

Queries relating to the issue of these documents may be addressed to Ms H Mdusulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The tender document will be available on **Thursday, 14 April 2022**.

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za. Upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections

Completed bid document and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER**: must be delivered to the **Elundini Local Municipality**, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Tuesday, 17 May 2022 for both bids at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.



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ACTING MUNICIPAL MANAGER

BID CONDITIONS AND INFORMATION

1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.

2. Agreement

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. Completion of Bid Documents

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. Alteration or Qualification of Bid

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. Submission of Bid

- (a) Completed bid document and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER as well as closing date and time:** must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Tuesday, 17 May 2022** for this bid at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive.
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- c) Clearly mark the back of the envelope with your bidder's name and address .

7. Opening, Recording and Publications of Bids Received.

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

8. Tax Clearance Certificate , Tax Matters and VAT

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

9. Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

10. Acceptance or Rejection of a Bids

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

11. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

12. BBBEE Certificate

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Policy Framework Act.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

14. Requirements for the Joint Venture

- a) J V agreement,

- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

15. Site / Information Meetings

None

16. Procurement Policy

- a) Bids will be awarded in accordance with the Preferential Procurement pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: www.elundini.gov.za

17. Expenses Incurred in Preparation of Bid

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid for **90 days** after the bid closure date.

20. General and Special Conditions of Contract

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

21. Municipal Rates, Taxes and Charges

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

22. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

23. Vetting Of The Supplier/Due diligence

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

**SPECIFICATIONS
& SCHEDULE OF QUANTITIES**

Multimedia Printing Services

Project Description

Provision of printing services for corporate documents, marketing and branding material for the period of three (3) years

Project Background

Communications has a responsibility to promote corporate image of the municipality. A panel of at least four (04) suitable and qualified service provider is required to offer printing and related services without any guarantee on the quantum of work that will be issued.

Specification

- Layout, design and print all municipal publications, reports, brochures, leaflet, posters and other documents
- Layout, design and print all marketing material as required
- Engage in discussions with ELM to determine delivery timeframes for each issue of the publications
- Interact with ELM providing proof of product
- Engage ELM for signing-off before the final material is printed
- Print and deliver the material
- Other printing services not covered in the pricing schedule below, may be required from time to time.

Pricing Schedule

Item	Description	Estimated Quantity	Price
1. Municipal publication quarterly (Blue snow Newsletter)	16 page publication including cover page. A4 Booklets (297 x 210mm) - printed in full colour - double sided - COVER: 4 pages - on 300gsm Hi-Q Titan Gloss - INNER: 100 pages - on 128gsm Hi-Q Titan Gloss - FINISHING: overall gloss UV varnish on one side only (cover) - folded and trimmed to size - perfect bound. Proof-reading, editing & design.	5000 <ul style="list-style-type: none"> • English - Printing x 2,500 • isiXhosa x 2,000 • 500 Sotho; Deliver to one address in Nqanqarhu.	
2. Municipal publication once off (Mid-term Report/Back of the Horizon)	100 page publication including cover page. A4 Booklets (297 x 210mm) - printed in full colour - double sided - COVER: 4 pages - on 300gsm Hi-Q Titan Gloss - INNER: 100 pages - on 128gsm Hi-Q Titan Gloss - FINISHING: overall gloss UV varnish on one side only (cover) - folded and trimmed to size - perfect bound. Proof-reading, editing & design.	3600 <ul style="list-style-type: none"> • English x2 000 • IsiXhosa x1 000 • Sotho x 600 Deliver to one address in Nqanqarhu	
3. Annual report	Printing of Municipal Annual Report Specification: A4, 350 pages including cover pages; Inside printed full colour both sides on 115g coated matt paper; Cover printed full colour one side on 258g coated gloss paper; Perfect bound; Artwork supplied in print ready PDF. Finished Size: 210mm x 297mm	150 copies	
4. IDP	Printing of Integrated Development Plan Specification: A4, 400 pages including cover pages;	200 copies	

	Inside printed full colour both sides on 115g coated matt paper; Cover printed full colour one side on 258g coated gloss paper; Perfect bound; Artwork supplied in print ready PDF. Finished Size: 210mm x 297mm		
5. Poster	A3 sized poster printed in full colour/waterproof/Gloss paper With strings and backing board; with pictures and wording/text;	200	
6. Poster	A2 sized poster printed in full colour/waterproof/Gloss paper With strings and backing board; with pictures and wording/text	200	
7. Poster	A1 sized poster printed in full colour/waterproof/Gloss paper With strings and backing board; with pictures and wording/text	200	
8.	Banner wall Retractable Deluxe, collapsible, aluminium framed, Veyron Polly Gab White with full colour municipal logo small in blocks and wording. Carry bag Options/Sizes <ul style="list-style-type: none"> Length = 2,25m X Width = 3m 	01	
	<ul style="list-style-type: none"> Length = 2,5m X Width = 5m 	01	
9.	Pull up banner Horizontal shaped; Aluminium stand; Quality gloss canvass body background/vinyl; with pictures, symbols, wording and logo, one side branded; carrier bag Size = Length - 0.85m x Width - 2m	01	
10.	Tear drop banners Different shaped designs; Aluminium erecting pin; with pictures, symbols wording and logo; printed double sided; carrier bag;		
	Sizes Small	01	
	Medium	01	

	Large	01	
SUB TOTAL			
15% Vat			
GRAND TOTAL			

Functionality

Evaluation Criteria	Description	POINTS ALLOCATED
Team Experience		Maximum 25 Points
Project Leader	Project Leader must have professional profile.	10 Points
	A project leader must have a qualification in one of the following:- National Diploma in graphic design, desktop publishing, Visual Arts and layout and design	Degree /
	Project leader must provide curriculum vitae that will demonstrate skills, capacity and experience.	15 Points
	<ul style="list-style-type: none"> • 10 years and Above 15 Points • Five to Nine years 05 Points • Less than Five years 00 Points 	
Company Experience		Maximum 50 Points
	<p>The company must have experience and capacity in multimedia printing and production services (attach company profile with contactable references). The service provider must demonstrate their experience in similar assignments and must illustrate their understanding of the services required.</p> <ul style="list-style-type: none"> • Up to 10 years or more experience in the relevant field = 50 points <p>Each year of experience will be allocated 05 points up to a maximum of 10 years</p> <p>Provide reference letters with contactable references for all listed projects. Points will be allocated subject to submission and verification of references.</p> <p>NB. No points will be allocated for listed projects without reference letters.</p>	
Methodology		Maximum 10 Points
	<p>Project Implementation Plan = 10 points</p> <ul style="list-style-type: none"> • Good = 10 Points • Fair = 05 Points • Poor = 00 Points 	
TOTAL POINTS		85

A minimum score of 70% out of 85 points in this bid must be scored in order to proceed to the Financial Evaluation.