



MOQHAKA LOCAL MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS
(Over R30 000.00 up to a transactions value of R200 000.00 VAT included)

REFERENCE NUMBER: 7/1/5/2022-23

CLOSING DATE: 25/10/2022

CLOSING TIME: 12:00 PM

NON-REFUNDABLE FEE: **R50.00**

Description	Contact Person
<p style="text-align: center;">PROVISION OF MARKETING MATERIALS</p> <p>1. A5 FOLDED LEAFLETS + DIGITAL PDF (TOURISM)</p> <p>Production, Design and Layout A5 Z Fold Leaflets Print of 3000 A5 Z Fold Leaflets Supply a Digital PDF Format of Leaflet for online use</p> <p>LEAFLET SPECIFICATION:</p> <p>Description: 6-page Z-folded Leaflets Flat Sheet Size 444 x 210 mm Folded to A5 Leaflet</p> <p>Design and Layout: Photographs, content sourcing, links. Design and Layout using latest design software (Adobe InDesign), Editing of photos using (Photoshop) Compile the methodology for content and leaflet structure</p> <p>PRINTING LEAFLETS</p> <p>Quantity: 3000 Size: Flat Sheet Size 444 x 210 mm Folded to A5 Leaflet Finishing: Folded, Gloss Machine Varnish Paper Stock: Gloss: Printed Full Colour throughout on 170gsm Colour: CMYK Sides: 6 Sides</p> <p>DIGITAL LEAFLET</p> <p>Online Brochure: Design and Layout using latest design software Editing, visual styles, titles, and links Quantity: Duplication, packaging, and delivery 1X Digital E-Leaflet in the form of Digital PDF on a USB</p>	<p>K L Madiba Tel: 056 216 9186 Email Address: khojane@moqhaka.gov.za</p> <div data-bbox="1145 1384 1469 1839" style="border: 1px solid black; padding: 5px; text-align: center;"><p>SUPPLY CHAIN MANAGEMENT VERIFIED FOR COMPLIANCE</p><p>2022-10-18</p><p>Official Signature </p></div>

2. A5 LEAFLETS + DIGITAL PDF (KROONPARK PRICE LIST)

Production, Design and Layout A5 Leaflets

Print of 1500 A5 Double Sided Leaflet

Supply a Digital PDF Format of Leaflet for online use

LEAFLET SPECIFICATION:

Description: Double sided A5 Leaflets

Design and Layout: Photographs, content sourcing, pricing table.
Design and Layout using latest design software (Adobe InDesign),
Editing of photos using (Photoshop)

PRINTING LEAFLETS

Quantity: 1500

Size: 148 x 210 mm A5 Leaflet

Finishing: Double Sided, Gloss Machine Varnish

Paper Stock: Gloss: Printed Full Colour throughout on 170gsm

Colour: CMYK

Sides: 2 Sides

DIGITAL LEAFLET

Online Brochure: Design and Layout using latest design software
Editing, visual styles, titles and links

Quantity: Duplication, packaging and delivery 1X Digital E-Leaflet in the form of Digital PDF on a USB

3. BRANDING MATERIALS

Design, Layout and Printing of Branded Outdoor Marketing Materials

Quantity: 2 x Branded Gazebo

Size: 2m x 2m

Finishing: Full colour printing on high-quality, heavy-duty canvas fabric

Steel unit

Carry bag.

Quantity: 6 x Branded Camp Chairs

Finishing: 2x branded double sided backrest print

2x lightweight folding aluminium frame

2x fabric seat (not printed)

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COMPULSORY: BIDDERS MUST PROVIDE SAMPLE OF THE PREVIOUS WORK DONE.

SCOPE OF WORK AUDIO VISUAL VIDEO

- Editing of Existing Audio-Visual Video with Motion Graphics and Voice Over

AV Spec: 5 - 10 min Audio Visual with Motion Graphics Video

Description: Video Editing to replace Mayor's interview with new interview
Pre-production/concept development
Storyboard creation
Production
Video editing/Post production;
Two camera angle perspective on subject
Use of b-roll footage and still photos
Licensed music selected for video
Custom graphics to emphasize key points

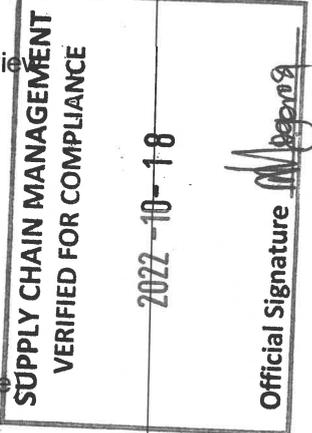
Produced using latest software (Video Production Software)

Format: Hi Res Mov DNX HD and compressed MPEG 4 H264 with Sound and animation

DVD duplication, design, printing, packaging and delivery 5X Digital AV files

Delivered to Moqhaka Municipality Offices (Kroonstaad)

COMPULSORY: BIDDERS MUST PROVIDE SAMPLE OF EDITED AUDIO-VISUAL VIDEO WITH SPECIFIC TO MUNICIPAL OR GOVERNMENT RELATED CONTENT ON A MEMORY STICK WITH ATLEAST ONE CONTACTABLE REFERANCE.



ELIGIBILITY CRITERIA

Only those suppliers who:

- Adhere to the stipulated minimum threshold for local production and content of 85% as prescribed by National Treasury, for all items listed in the schedule of quantities. **Bidder to complete schedule 6 and Annexure C.**
- Are willing and able to supply the required material within 30 days from receiving the official appointment letter,
- Are willing and able to keep their cast prices/ rates fixed for the maximum period of 60 days from date of the RFQ closing- Shall be eligible to participation further on price and preferential points.
- Quotes in line with these pro ranges (R30 000.00 – R200 000.00) will be considered for further evaluation.

PAYMENT OF NON-REFUNDABLE FEE

Payment of the non-refundable fee of R50.00 can be made at the cashiers at the main Municipal Building, Hill Street or directly into the municipal bank account. Proof of EFT payment should then be forwarded to the SCM office via email to palesal@moqhaka.gov.za or dineom@moqhaka.gov.za or agnesm@moqhaka.gov.za, after which the complete document containing the MBD forms will be forwarded to the bidder.

Moqhaka Local Municipality Banking Details:

Bank: ABSA Bank Kroonstad
Account Number: 40-5327-4876
Branch Code: 334536
Bidder Reference: Company Name and RFQ Number.

SUBMISSION DETAILS

The quotation and supporting documents sealed in an envelope and **externally endorsed with the relevant quotation number and description** and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad. Or via e-mail to agnesm@moqhaka.gov.za, palesal@moqhaka.gov.za and dineom@moqhaka.gov.za.

CONTACT DETAILS FOR ENQUIRIES

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9185.
For Technical, queries contact **Mr. Khojane Madiba: 076 2654376**

**SUPPLY CHAIN MANAGEMENT
VERIFIED FOR COMPLIANCE**

2022 -10- 18

Official Signature 