

PRICING SCHEDULE
(Media and Printing Services)

NAME OF BIDDER:	BID NO: <u>ECS04/24/25</u>
CLOSING DATE: <u>29 NOVEMBER 2024</u>	CLOSING TIME: <u>15H00</u>

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days

** "all applicable taxes" include value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

Name of Bidder:

- 5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.) Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.) On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

Name of Bidder:

Name of Publication	Detailed Specification	Quantity	Unit Rate	Amount
Statutory Documents				
Annual Report	Inside 100g, Cover 250g gloss, Printed in full colour throughout, A4, Saddle-stitched, Perfect bound, Average 120 pages, 160 copies	3		
	Layout, design, edit, proofread and print			
Annual Performance Plan	Cover stock 250gsm in colour, Text stock 115gsm, inside B&W, A4, Saddle-stitched, Perfect bound, Average 120 pages, 160 copies	3		
	Redraw all tables in report, edit, proofread and print			
Quarterly Publications				
Eastern Cape Labour Overview	Average 6 pages, supply in .pdf	36		
	Design, redraw all tables and figures for professional design, design infographic summary and graph illustration of key data in the report, create animated gif for social media			
Eastern Cape Economic Review Report	Average 6 pages, supply in .pdf	36		
	Design, redraw all tables and figures for professional design, design infographic summary and graph illustration of key data in the report, create animated gif for social media			
On-Demand Publications				
Pamphlet type 1	Inside 80g bond, Cover 200g gloss, Inside pages A5 Booklet Average 24 pages, 500 copies	6		
	Design and print			
Pamphlet type 2 (Colour)	Colour, A3 Newspaper print, Average 12 pages, 1000 copies	3		
	Design, layout and print			
Pamphlet type 2 (B&W)	B&W A3 Newspaper print, Average 12 pages, 1000 copies	3		
	Design, layout and print			
Pamphlet type 3	Full colour, Printed both sides, A4 Z-fold 120g gloss, 2000 copies	6		
	Design, layout and print			
Working Papers/ Research Reports (Printed copies)	Average 40 pages, 150 copies	36		
	Design, redraw all tables in the report, edit, proofread and print			
Working Papers/ Research Reports (Electronic)	Average 40 pages, supply in .pdf	36		
	Design, redraw all tables in the report, edit and proofread			
Print-Ready Documents				
Bulk Photocopy	1000 copies	6		
	Photocopying and binding at short notice			
Digital Printing	1000 copies	6		
	Printing .pdf documents and binding			
Stationery				
Company Profile	A2 Booklet, Cover stock 250gsm, Colour throughout, 20 pages, supply in .pdf	1		
	Design and produce			
Company Profile	A2 Booklet, Cover stock 250gsm, Colour throughout, 20 pages, 200 copies	1		
	Design, produce and print			
Branded Stationery	Develop and produce standardized MS Office Program templates including MS Word, MS PowerPoint, supply in .pdf	1		
Business Cards	Size: 85x55mm, Full Colour both sides, on 350gsm, Matt, Matt Laminated on both sides, 1000 copies	1		
	Design, produce and print			

Name of Bidder:

Name of Publication	Detailed Specification	Quantity	Unit Rate	Amount
Purchase Order Books	A4 portrait, Triplicate Books, 150 pages per book, 50 numbers per book, 1 st page: 56gsm white, numbered and perforated on left margin, double-sided in black only, quarter-bound with wraparound writing shield.	10		
	Brand, produce and print			
Cheque Requisition Books	A4 portrait, Triplicate Books, 150 pages per book, 50 numbers per book, 1 st page: 56gsm white, numbered and perforated on left margin, double-sided in black only, quarter-bound with wraparound writing shield.	10		
	Brand, produce and print			
Promotional Material				
Retractable Banners	0,85m (W) x 2m (H), Chrome end-cap base with supporting pole, Non-curl PVC print, Carry Case	12		
	Design and produce			
Teardrop Banners	4.1m Tall, 3670x1300mm, Printed both sides in colour, 100% Polyester flag material, Poles, Ground spike, Carry bag	3		
	Design and produce			
Wall Banners	2.25m (W) x 3m (L), Water resistant hard polycarbonate shell, Full colour print fabric, Stand system and Carry case	3		
	Design and produce			
Branded Products	Bidder shall provide a catalogue from which to choose the items for promotional material			
	Brand and produce			
Online Interactive Products / Hybrid				
Photography	Take high resolution pictures at ECSECC events and for ECSECC publications, Edit, Supply in digital format	20		
Videography	Video production of corporate video, event video and documentary film, Drone footage	20		
Sub-Total				
VAT				
Grand Total				

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? ***YES/NO**
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

The Procurement Officer
 Mr Malwande Ntongana
 ECSECC
 12 Gloucester Road
 Vincent

Tel: 043 701 3400 or
 Email: tenders@ecsecc.org; tenders.ecsecc@gmail.com

For technical information, direct enquiries to the –

The Publications and Digital communications Officer
 Mr Zwanga Mukhuthu
 ECSECC
 12 Gloucester Road
 Vincent

Tel: 043 701 3400 or
 Email: zwanga.mukhuthu@ecsecc.org;
tenders@ecsecc.org; tenders.ecsecc@gmail.com