



BID NOTICE

PROJECT DESCRIPTION

Mnquma Local Municipality hereby invites bids from all prospective, accredited and qualifying bidders for the hereunder project:

Bid Number	Project Name	Closing Date and Time	Preferential point System
SCM/MLM/04/21-22	Appointment of a Service Provider for Design, Editing, Translation (English to Xhosa), Printing and Distribution of the Municipality's External Newsletter	Date: 10/09/2021 Time: 12H00	80/20

Technical Enquiries: Mr. L Mpalantshane (Manager: Communications) at 073 850 1897 email: Impalantshane@mnquma.gov.za

Supply Chain Management Enquiries: Ms. Nontathu Mnini (Manager: SCM) at (047) 050 1150 email: nmnini@mnquma.gov.za

Evaluation Criteria: The evaluation will be conducted in three (03) stages namely:

Stage 1: "Administrative compliance"

Bidders that do not meet the **Administrative compliance** (Compliance with mandatory and other bid requirements) will not be eligible for further evaluation and will be deemed as non-responsive.

Stage 2: "Functionality" evaluation

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBILITY SCORE
1. EXPERIENCE: (10 points per completed project			40
Bidder has successfully completed 1 project (Design, Editing, Translation (English To Xhosa), Printing) = 10 points	2	5	
Bidder has successfully completed 2 or more projects (Design, Editing, Translation (English To Xhosa), Printing = 20 points	4	5	
Bidder has successfully completed 3 projects (Design, Editing, Translation (English To Xhosa), Printing = 30 points	6	5	
Bidder has successfully completed 4 or more projects (Design, Editing, Translation (English To Xhosa), Printing = 40 points	8	5	
Bidder has submitted no information or inadequate information to determine the scoring level (score 0)	0	0	
Proof of professional experience: Signed reference letters/ completion certificates in relation to the required services must be attached.			
2. KEY STAFF COMPETENCE:(must be working for the Bidding company) :			30
Academic Qualification: Degree in Graphic design Extensive experience in Graphic Design (6 points for experience per year (max. 5 years)	6	5	
Bidders must submit detailed CVs with original certified copies of the required professional qualifications not older than 03 months. If the required certified copies of professional qualifications are not attached no points will be allocated. (Copy of a certified copy will not be considered).			
3. METHODOLOGY			30
Approach which will be used by the Service Provider to complete the Task: (1) Break down of tasks in developing, printing and distribution of the external newsletter on a quarterly basis to all three towns of Mnquma local Municipality (Centane, Ngqamakwe, Butterworth) = 10 points	2	5	
(2) Clear time frames = 10 points	2	5	
(3) Human Resources to be assigned for the tasks = 10 points	2	5	

