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REQUEST FOR QUOTATIONS

RFQ No: REF-09JUL21

From: Supply Chain Management

Contact Person: Khomotso Letlape

Tel: 012 003 1400

Fax: 086 645 9286

Date: 30/07/2021

Khomotso.letlape@fpb.org.za

REFERENCE NO: Use RFQ number: REF: 09JUL21

You are hereby invited to submit a quotation as per the specification indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at Film and Publication Board on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

FAILURE TO SPECIFICALLY QUOTE AS PER THE SPECIFICATION AND COMPLYING WITH THE LISTED INSTRUCTIONS WILL RESULT IN YOUR QUOTATION BEING DISQUALIFIED. PLEASE ENSURE THAT YOUR QUOTATION PROVIDES THE DETAIL AS PER SPECIFICATION FAILING WHICH IT WILL BE DISQUALIFIED.

Specification

Graphic Designer that will do the following: • Design 2x Email signatures per month for 24 months. • Design 8x images/artwork per month (with or without copy) for 24 months. ○ Banner sizes as follows: ○ Facebook:	<u>Special requirements</u> Graphics allocation not used in the month must be carried over to the next month. Graphics will depend on the campaign that month. <u>Functionality requirements</u> <u>Pre-Qualification</u>
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○ Twitter: ○ Instagram: ○ LinkedIn: • Newsletter design • Develop creative concepts for 3 outreach and digital campaigns per month for 24 months. • Design 2x web banners per month for 24 months. ○ Will be dependent on the website • Submit certified qualification and CVs of the graphic designer/s and the project leader.	○ Submit certified qualification and CVs of the graphic designer/s and the project leader. <u>Functionality Requirements</u> • Minimum 5 previous relevant projects completed (based on signed and dated reference letters on the client letterhead indicating the type of work done) - 25% • Minimum 3 Years of experience of the digital designer (based on CV) - 25% • Evidence of previous projects worked on. Portfolio of Evidence must contain: social media banners; email signatures; outreach/digital campaigns; newsletters; website banners - 50% Reference letters must have the following information: • Must be on a company letterhead of the client • Indicate the nature of work done • Letter must be dated • Letter must indicate the dates when the work was done • Client contact person name and contact details; and • Signed by the client Minimum qualifying score is 70%
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COMMENTS:

Functionality	Weight %	1 (Very Poor)	2 (Poor)	3 (Good)	4 (Very Good)	5 (Excellent)	Total Score
Minimum 5 previous relevant projects completed (based on signed and dated reference letters on the client letterhead indicating the type of work done)	25	1 letter	2 letters	3 letters	4-5 letters	Above 5 letters	
Minimum 3 Years of experience of	25	1 year experience	2 years' experience	3 years' experience	4-6 years' experience	7 years' experience	

the digital designer (based on CV)							
Evidence of previous projects worked on (Portfolio of Evidence)							
social media banners	10	1 project	2 projects	3-5 projects	5-6 projects	Above 7 projects	
email signatures	10	1 project	2 projects	3-5 projects	5-6 projects	Above 7 projects	
outreach/digital campaigns	10	1 project	2 projects	3-5 projects	5-6 projects	Above 7 projects	
newsletters	10	1 project	2 projects	3-5 projects	5-6 projects	Above 7 projects	
website banners	10	1 project	2 projects	3-5 projects	5-6 projects	Above 7 projects	
Minimum qualifying score: 70%							

Closing time and date: 04-August-21@ 12:00pm

1. Suppliers must supply written quotations that reflect the following information:

- 60 days price validity period (From the closing date of RFQ)
- Price per item **(All-inclusive prices are required. The price reflected in the quotation will be accepted as being all inclusive.)**
- Delivery lead time
- Company Name
- Company Registration Number
- VAT Registration Number (If applicable)
- **VAT Registration must be accompanied by SARS PIN**
- Address
- Contact Person
- Telephone
- Email Address



2. Suppliers must sign and return the Quotation Declaration with their quotation.
3. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
4. Supplier must submit SBD forms along with CSD report. You may be requested to submit SARS tax pin
5. Valid certified proof of BBBEE level contribution must be submitted if supplier wish to claim points.
 - 5.1. Non submission will lead to disqualification were in the event BBBEE contribution level is a mandatory prequalifying requirement
 - 5.2. Non submission will not lead to disqualification were in the event BBBEE contribution level is non-compulsory not pre-qualify requirement, no points will be allocated for BBBEE contribution level.
6. Suppliers should note that the 80/20 or 90/10 preference points system will be applicable to transactions from R30 000 (Refer to SBD 6.1)
7. All prices must be fixed and firm.
8. Submission of your quotation will be taken by FPB as that you are in agreement with the clause. **Any clause for upfront or deposit declaration will be disregarded.**
9. No deposit will be paid. Supplier delivers goods/services then payment is made in full unless on a service level agreement. Refer to point 14 below.
10. Delivery will be as per the delivery address above, unless specifically specified otherwise.
11. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
12. SBD 7.1 must be completed, signed and returned as a confirmation of acceptance of Purchase Order. Failure to do this will result in tax invoice not being paid.
13. All tax invoices will be paid within 30 days, subject to satisfactory delivery of good and services to FPB.



14. Depending on the type of goods and services to be delivered the successful bidder may be requested to contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: Type out document names of attachments. SBD 1, 4, 6.1, 8 and 9

QUOTATION DECLARATION

RFQ No:

I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct
2. If the company is selected to supply the product/service requested, the company may be required to furnish documentary proof to the satisfaction of Film and Publication Board that the information provided on this quotation is correct.
3. If the information provided on this quotation is found to be incorrect, Film and Publication Board, in addition to any other remedy it may have:

For: Supplier company name

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date



Film and Publication Board™