

Advert for Production of MSME catalogue



REQUEST FOR FORMAL WRITTEN QUOTATIONS

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
28 March 2024	Ms S Mtshamba 060 982 3014	PSJLM-2023/24 Ref 71	05 – 04 - 2024 @11:00 AM

ADVERT FOR PRODUCTION OF MSME CATALOGUE

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Advert for production of MSME catalogue**

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O. Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **05 April 2024 at 11h00 AM.**

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, where 20 points will be for a specific goal and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in New MBD 1, MBD 4, MBD 6.1, MBD 8, MBD9 and must be submitted with the quotation (obtainable on Municipal Website)**
- i) Submit Rates clearance statement of a company and its directors which is not older than 90 days obtained from your respective Municipality or valid signed lease agreement by both parties Lessee and Lessor. If exempted, please attach letter of exemption from your respective Municipality's revenue office to prove that the bidder as per the Municipality's valuation roll does not own any property which is not older than 90 days
- j) Submit Compliance Tax Pin for verification on SARS website

Failure to comply with these conditions will invalidate your offer.



Advert for Production of MSME catalogue

Evaluation Criteria for this procurement will be as follows:

Price = 80

Youth and Rural area = 20

Youth = 10 (Attach certified ID Copy, and this will be verified on CSD report)

Rural Area = 10 (Attach proof of residence, and this will be verified on CSD report)

Pre- requisite for bidders to be evaluated further for price

Finance Surety- bank rating letter which is stamped and signed it must be on the letter head of bank rating from A-E OR Attach letter from Accredited Registered Financial Institutions assisting SMME's with finances the letter must be signed and stamped. **(Failure to attach will lead to disqualification)**

SPECIFICATION

Production

- 1) It's required that the provider offers a digital magazine including:
 - Editorial
 - Design
 - Digital production (Convertible to print material at A5 gloss 128 gms)
 - Functional characteristics.

The supplier must demonstrate technical experience in a writing project. This also will be accompanied by the list and CVs of the professional copywriters they intend to use.

Performance characteristics

Provide us with a project plan with clear timelines, a content plan as well as an editorial strategy.

Technical characteristics

Quark License

Photoshop /InDesign

Sample

One sample feature

The sample news article that demonstrates the editorial quality of the writers that you use.

A sample front page.

Enquiries with regards to the above specification contact: Mr

ISSUED BY:



MS T. SIKOLO
CHIEF FINANCIAL OFFICER

3/28/24
DATE

