



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

T1.1 Bid Notice and Invitation to Bid REQUEST FOR PROPOSALS FOR THE PROVISION OF PRINTING SERVICES FOR PUBLICATIONS

Proposals are hereby invited from experienced professional Service Providers for the provision of printing services for the following publications:

SPECIFICATIONS FOR PUBLICATIONS

ITEMS	QUANTITY	SPECIFICATIONS	FREQUENCY
External Newsletter	Printing: 2000 copies per quarter for two years	Pages: 16 Pages including cover Colour: Full Colour Throughout Size: American A4 Paper Stock: 135 gsm Presto Gloss Finishing: Saddle stitched	30th day of the second month of the quarter
Annual Reports	Printing: 1000 copies per year	Pages: Maximum of 150 pages including cover Colour: Full Colour Throughout Size: A4 Paper Stock: 135 gsm Presto Gloss Finishing: Glue binding	As and when required
Tourism Guides	Printing: 2000 copies per year	Pages: Maximum of 16 pages including cover Colour: Full Colour Throughout Size: A4 Paper Stock: 135 gsm Presto Gloss Finishing: Saddle stitched	As and when required
Special Publications	Printing: 5000 copies per year	Pages: 16 Pages including cover Colour: Full Colour Throughout Size: American A4 Paper Stock: 135 gsm Presto Gloss Finishing: Saddle stitched	As and when required
Brochures, Posters and Pamphlets	Printing: 500 copies	Pages: Will be determined from time to time	As and when required

Production process must include the following activities:

- 16 Days before printing: Collating raw editorial data to Service Provider
- 14 Days before printing: First draft copy e-mailed for comments
- 7 Days before printing: Final Edition (Proof) circulated to the Acting Municipal Manager, Head of Communications and Editorial Team for proof reading
- 5 Days before printing: Signing off of final dummy (proof) for reproduction on Laser Positives and printing

A compulsory briefing session will take place as follows:

Date and Time: 21/02/2013 at 11:00

Venue: Makhuduthamaga Council Chamber

Tender documents will be obtainable from Makhuduthamaga Local Municipality Offices from 21/02/2013 at 08:00 - 16:00 at a non-refundable deposit of R500.00 per document payable in cash or bank-guaranteed cheque for each project.

Completed and signed Tender documents must be sealed in an envelope marked "PRINTING OF PUBLICATIONS" and be deposited in the Tender Box at Makhuduthamaga Local Municipality Offices in JANE FURSE before the closing date and time.

Closing date for the submission of proposals is 08/03/2013 at 12:00

The Municipality shall adjudicate and award Tenders in accordance with the **Preferential Procurement Policy Framework Act, 5/2000** and revised procurement regulation June 2011 on 100 points for functionality and 90/10 points system where 90 points are for the price and 10 points are for B-BBEE according to the said legislation. **Tenders will remain valid for 90 (ninety) days.** The lowest and any Tender will not necessarily be accepted and the Municipality reserves the right not to consider any Tender not fully completed. **Bidders are required to initial each page of the Tender document and sign where necessary.**

For enquiries contact: M.A. Malekana at Tel. No. 013-265 8623

**Mr M.E. MOROPA - MUNICIPAL MANAGER
PRIVATE BAG X 434, JANE FURSE, 1085**

Inswa Promotions - 012-946 5600/4766