



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Date: 23 May 2012

REQUEST FOR QUOTATIONS

**Service Providers are hereby invited to submit quotations for the Designing and Printing of Municipal tourism Guide.**

**Specification is as follows:**

- Design, layout and printing of tourism guides
- Size : A4
- Pages per guide : 24 including cover page
- Paper: 135 gsm glossy
- Cover page paper: 135gsm+uv vanish
- Number of copies: 5000

The employer is the Makhuduthamaga Municipality represented by the Acting Municipal Manager.

Completed and signed Quotations must be sealed in an envelope marked "**Tourism Guide**". The closing date is **Tuesday the 29 May 2012 at 12:00** and should be deposited in the tender box at Makhuduthamaga Local Municipality Office in Jane Furse.

Preference will be given to those who are registered with the Municipality's database. The following documents must be submitted with the quotations: A valid tax clearance issued by SARS, Company registration certificates, Company profile (attach appointment letters for the work done), Joint Venture Agreement (If any) and Proof of banking details. Proof of payment of Municipal rates and taxes ( Both the Director and Company) and the certified ID copies of Directors.

Bidders are requested to attach their B-BBEE status level certificate. The certificate must be issued by SANAS accredited agencies. The Municipality has the right to check the validity of the certificate. Note: All copies must be certified.

No fax or email will be accepted

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act. 5/2000 and the revised Preferential Procurement Regulation as amended June 2011. on 100 points for functionality 80/20 points system where 80 points are for the price and 20 points for B-BBEE according to the said legislation. The Municipality is not obliged to offer the project to the lowest bidder

Functionality will be evaluated as follows

Quality Criteria	Sub-Criteria	Weighting
Approach paper which responds to the proposed scope of work/project design and outlines proposed approach / methodology and work plan complete with time frames	Technical approach and methodology	15
Organization and staffing	Organization and staffing	15
Experience of the key staff (assigned personnel) in relation to the scope of work	Project Leader	15
	General qualifications	15
	Adequacy for the assignment	15
PSP's experience with respect to specific aspects of the project / comparable projects	PSP's experience with respect to specific aspects of the project /	25
<b>Maximum possible score for quality (M<sub>s</sub>)</b>		<b>100 points</b>

The values that will be used when scoring each criterion will be as follows: 1=poor, 2=average, 3=good, 4=very good and 5= excellent

**Please attach copies of qualifications**

For enquiries contact: 013 265 8600 or 013 265 1975  
 Supply Chain Management unit: Mr: M.A Malekana  
 For enquiries contact: 013 265 8600 or 013 265 1975  
 Supply Chain Management unit: Mr: M.A Malekana  
 Mr : R.E. Phetla