

Chief Albert Luthuli Municipality

The transparent, innovative, and developmental municipality that improves the quality of life of its people

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OFFICE OF THE MUNICIPAL MANAGER

Enquiries: Mr. TT Phetla

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Date: 21 September 2022

Request for Formal Quotations

CALQ08/2022 DESIGN, LAYOUT, PRINTING AND EDITING OF THE NEWSLETTER

Chief Albert Luthuli Municipality is hereby requesting quotations for the above-mentioned project.

SPECIFICATION

ACTIVITY	Quantity
A3 Tabloid	
<ul style="list-style-type: none">Design and Layout of ULM newsletter (A3 Tabloid)Pages: 08 Size: 410mmx289mm(Off Press)A2 Folded to make A3 Printing: Printed Web Offset, in Process Colours Throughout 4pp Tabloid-45gsm Newsprint Finishing.The tabloid must be folded inline collated Binding with no binding make up, InDesign, Photoshop, and QuarkXPress.Packages in packs of 200 covers with plastic to avoid tearingDelivery of Newsletter to Chief Albert Luthuli Municipality wards distribution points.Final design must be owned by the municipality (rights for the design and layout)Editing	2500 printed copies
Glossary	
<ul style="list-style-type: none">Page Size (Width x Height): 8.5" x 11"Paper for Inside Pages: 80 lb. Paper GlossColour for Inside Pages: Full ColourCover Paper: 80 lb. Paper GlossPages: 34 pp (Cover = 4, Inside = 30)Binding: Saddle-Stitched BindingBinding Placement: Left Side Binding	100 printed copies

EVALUATION CRITERIA

- **The following functionality criteria will be used in the evaluation of this project.**
- As this bid calls for a service provision, bids will be evaluated firstly for the ability of the bidder to provide the service. A response to this section is applicable and thus required. Bidders must score at least **70%** in order to proceed to the **80/20** preference point system of evaluation.

Criterion	Assessment	Points Awarded	Max Score
Company Experience in the printing services	Company has more than 4 years of experience in the printing services (Attach Company Profile)	30	30
	Company has 2-3 years of experience in the printing services	20	
	Company has less than 2 years of experience in the printing	10	
Layout and Design Experience	Company has previously completed 3 or more projects on designing and layout of newsletter / newspaper or any equivalent work in the past 5 years (2014 – 2019) (Attach Appointment letter / any proof of appointment/ Purchase order)	40	40
	Company has previously completed 2 or less projects on layout and design of newsletter / newspaper or any equivalent work in the past 5 years (2014-2019)	20	
	Company has not completed any projects on layout and design of newsletter / newspaper or any equivalent work in the past 5 years (2014-2019)	10	
Individual Qualifications	Graphic Designer and Proof Reading (Editing) (Attach CV)	30	30
	Graphic Designer or only proof reading (editing)	15	
	None of the above	0	
MAXIMUM SCORE:			100

Quotations (Marked 'CALQ08/2022 DESIGN, LAYOUT, PRINTING AND EDITING OF THE NEWSLETTER')

Formal price quotation must be dropped in the **TENDER BOX** at the Head Office, not later than **28 September 2022, 12h00**.

Please attach the following compulsory documents, Tax Clearance Certificate (or SARS PIN CODE) Company Certificate, Certified copy of B-BBEE Certificate, MBD4, MBD 6.2, MBD8, MBD 9, Proof of CSD Registration, Company Profile, and Municipal Rates Account (Not in arrears and Older than 3 Months).

Enquiries regarding the application can be directed to Mr. TT Phetla at (017) 843 4000

**MR ME THABETHE (Pr.Tech.Eng)
MUNICIPAL MANAGER**