



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 18 August 2017

UMZ/2017-18/SPU (DIARIES)/018

SERVICE PROVIDER TO PRINT AND DELIVER 75 A4 PERSONALISED DIARIES ,350 A4 NON-PERSONALISED DIARIES AND 250 AND 250 A5 NON-PERSONALISED DIARIES

Bidders are hereby invited to submit proposals/Quotations for supply and delivery of the diaries as per spec

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 7813 Main Street, Mt Frere** not later than **12h00 noon on 05 September 2017**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof.

The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Mr .K. Kalashe/ Mr Mbukushe (SCM Manager) 039 255 8556

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

GPT NOTA (MUNICIPAL MANAGER)

TERMS OF REFERENCE

Supply and Delivery of Municipal Diaries for Staff and Councilors – KwaBhaca and EMaXesibeni

1. AIM / PURPOSE

The primary purpose of the project is to appoint a service provider who will develop and deliver diaries for the municipal staff and councilors. These diaries include comprehensive municipal projects and information suitable for end receivers. Moreover, this item aids to assist the local municipality with regards to marketing as it is also rapidly distributed to strategic partners, sector departments and local businesses.

2. PROJECT SPECIFICATION

The successful bidder is required to print and deliver three types of municipal diaries; 65 A4 personalized diaries, 350 A4 non-personalized and 250 A5 stakeholder diaries. The total amount of diaries to be printed and delivered to the municipality amounts to 675 and entails the following from the successful bidder:

(75) Print and Deliver Personalized Diaries for Councilors and HOD's:

- Size: A4
- Materials: Soft touch cover
- Prints: Foiled Silver / Maroon
- ULM logo
- Name ,surname and designation below inside
- **Inside inserts:**
- ULM logo
- Mayors message
- Mission, vision and values statements
- ULM year planning with events dates
- Municipal map
- Councilors contacts details
- Traditional leaders serving in the council contact
- CDW contact details
- Senior management contact details
- Chosen developmental pictures

(350) Print and Deliver Non - Personalized Diaries for Municipal Staff:

- Size : A4
- Materials : soft touch cover
- Print: Foiled Silver / Maroon.
- inscription : ULM logo
- **Inside inserts:**
- ULM logo
- Mayors message
- Mission, vision and values statement
- ULM years planner with events dates
- Municipal contact details

- Municipal map
- Councilors contact details
- Traditional leaders serving in the council contact details

(250) Print and Deliver Non - Personalized Diaries for Stakeholders:

- Size: A5
- Material: Soft touch cover
- Prints: Foiled Navy
- White ULM Logo centered on the cover with three display images of municipal projects.
- **Inside inserts:**
- Mayors Foreword
- Mission, Vision and Values Statements
- Umzimvubu Local Municipality Calendar Events Year Planner
- Municipal Map
- Councilors contact details
- Traditional leaders serving in the council contact details
- CDW contact details
- Municipal developmental images of prominent service delivery projects (Each department to be represented).

DURATION: DELIVERY PERIOD FOR DIARIES

The successful bidder is required to deliver 675 items in 30 days after receiving the purchase order from SCM / the project manager. Failure to receive all 675 items as per the agreement, the municipality will then reserve the right not to accept the items after 30 days have elapsed. The successful bidder is required to present a sample of the diaries within 11 days after the purchase order has been issued, however the successful bidder will only print the diaries once the samples have been approved by the project manager.

PROJECT MANAGEMENT

The successful bidder is required to work closely with the project manager in ensuring that all deliverables are well encrypted from the specification. Moreover the successful bidder is to ensure all accuracy of information pertaining dates & national public holidays. It's the sole responsibility of the successful bidder to exercise prompt and rapid communication with regards to challenges in delivering these items.

PROPOSALS/SUBMISSION OF REQUIREMENTS

All proposals are to cover the following aspects:

PROPOSED METHODOLOGY

The successful bidder is expected to develop a comprehensive schedule of deliverables to be shared with the project manager. This is to ensure that the project manager is well update to date with the project.

DETAILED COMPANY PROFILE

The successful bidder is required to present a detailed company profile with highlights from previous work done. This will include a brief history of the company, field of expertise, a proven track record of deliverables and any other relevant item to the project that would complement the company's experience / profile.

COMPULSORY TERMS AND CONDITIONS

- The municipality reserves the right to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitably.
- The successful bidder will need to be prepared to commence work within 30 working days of being informed of the awarding of the tender.
- The successful bidder is required to present a sample of the diaries within 11 days after the purchase order has been issued, however the successful bidder will only print the diaries once the samples have been approved by the project manager.
- Failure to comply with these conditions will result in the termination of the process.
- The successful bidder will sign a lease agreement with the municipality.
- The successful bidder will abide to the guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy.

WHERE TO SUBMIT

All submissions must be clearly marked

“Supply and Delivery of Municipal Diaries” and be addressed for the attention of the **Municipal Manager, Mr G.P.T Nota.**

Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

Due date for the submission of proposals is At 12H00. **NO LATE SUBMISSIONS WILL BE CONSIDERED.**

INFORMATION AND ENQUIRES

9.1 TECHNICAL ENQUIRIES

To the attention of the Communications Officer: Mr. K. Kalashe & the Assistant Manager: Supply Chain Management: Mr. T. Mbukushe

Phone: 039 255 8531 / 8556

Fax: 039 255 0167

9.2 OTHER ENQUIRIES

Any other queries related to the bid must be addressed to the attention of Municipal Manager:

Mr G.P.T NOTA

813 Main Street

Private Bag X 9020

Mount Frere

5090

Phone: 039 255 8531 / 8556

Fax: 039 255 0167

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MRS N.N ZEMBE
MANAGER: SP AND COMMUNICATIONS