



2014-12-03

Development Planning, Environment & Management Unit Environmental Planning & Climate Protection Department

166 K. E Masinga Road, Durban, 4001
PO Box 680, Durban, 4000

Tel: 031 311 7875
Fax: 031 311 7134

Deputy Head: Dr D Roberts

Request for Quotation: Design, Printing and Supply of the Buffelsdraai Information Booklet and Brochure for the Environmental Planning and Climate Protection Department

Enquiry 2014-15 Ref 034

1. Background

The Environmental Planning and Climate Protection Department is currently creating an information booklet and brochure for reforestation activities occurring through the Buffelsdraai Community Reforestation Project. The booklet and brochure will aim to provide information on the project site and activities to interested parties from various target audiences. The department therefore requires a service provider to design, print and deliver the documents. All text and photographs will be supplied by the municipal department.

2. Scope of work

The successful service provider will need to design, print and deliver the Buffelsdraai information booklet and brochure. Text for these documents will be compiled and supplied by the EPCPD. The designer will need to ensure that the booklets and brochures are designed to encourage readership i.e. fun, clean, fresh and easy to read. The following specs must be met:

Description	Technical requirement
Size of document	A4 (Portrait)
Final Quantity Required	1 booklet
Number of pages	4 page cover; 30 page text (approx. 6000 words)
Cover specification (matt laminate or other)	250gsm Triple Green Matt Matt film laminated and scored
Text specification	170gsm Triple Green Matt
Colour, design and layout	Full colour, as per the Environmental Planning and Climate Protection Department's Brand colours and guideline document
Binding	Folded, saddle stitched two wires and trimmed flush

Number of copies required for delivery	300
Reverts	There will be a maximum of three reverts between supplier and EPCPD.

Description	Technical requirement
Size of document	Z Fold (4 panel) 210mm x 390mm
Final Quantity Required	1 brochure
Text specification	250gsm Triple Green Matt Matt film laminated and scored
Colour, design and layout	Full colour, as per the Environmental Planning and Climate Protection Department's Brand colours and guideline document
Number of copies required for final	500
Reverts	There will be a maximum of three reverts between supplier and EPCPD.

NOTE: The EPCPD has specific brand guidelines which will be available to suppliers. The look and feel of the Buffelsdraai information booklet and brochure must be in keeping with these brand guidelines. Please refer to the Terms and Conditions outlined below. Suppliers must ensure that a detailed quotation is submitted and that it reflects the requirement of the Environmental Planning and Climate Protection Department.

3. Submission

Quotations must include costs for the following:

- Facilitation and/or coordination of meetings to workshop the design, including phone calls and emails to, or meetings with relevant EPCPD staff, in order to gather information;
- Design and layout;
- Printing;
- Delivery.

A total cost (incl. VAT) must be provided, or specify if not a VAT vendor.

Please note that final approval and sign off of work undertaken by the service provider is subject to Deputy Head: Environmental Planning and Climate Protection authorisations.

All quotations must include the following information:

Technical Quotation

- Confirmation of printing and binding specifications to be used;
- An itemized budget for design, printing and delivery of the products detailed above;
- Required timeframes for delivery of the printed documents;
- Sample of work, portfolio and/or CVs which detail previous experience and/or work completed by the individuals who will be assigned to the task; and

- A detailed breakdown of the proportion of time that such individuals will contribute to the task.

Business Information

- Statement of location of firm's offices (a letterhead with the business address will suffice)
- BEE status of the firm, if relevant
- eThekweni Municipal Supplier Database Registration Number
- **Original Tax Clearance Certificate**
- **Declaration of Municipal Fees**
- Declaration of Interest (MBD4)
- CERTIFICATE OF Independent Bid (MBD9)

Deadline

- Quotations must be received **no later than 11am on 12th December 2014**
- Compulsory briefing session on the 5th of December at 9am (details below)
- Appointment date: 15th of January 2015
- Final text (with relevant hi-resolution pictures) for the document will be made available to the supplier on 15th of January 2015. We do not require editing or proofing of the document as this will be done by EPCPD
- The final printed versions of the Buffelsdraai information booklet and brochure must be completed by the **28th of February 2015**

Items to be included with final delivery of document

Suppliers must ensure that the material listed below is submitted to the Environmental Planning and Climate Protection Department before final payment is processed. See table below:

Material	Requirements
Publication	Final text (word version)
	Final PDF version
	Final PDF versions supplied to printers
Archival CD for publication	Final text and Final PDF files Photographs, Illustrations, Figures, Maps (if supplied by supplier) Final high and low resolution proofs
Electronic publication	Editable electronic version for Municipal use

Quotations will only be accepted from organisations that are registered on the Municipal Database of Suppliers of eThekweni Municipality. **Quotations must be structured as per the key items outlined under the *Scope of Work*.**

These terms of reference are subject to any changes that may stem from a negotiation of the final terms with the service provider, as well as any additional budget that may be allocated to the project.

Please note that the appointment will be made in terms of the Council's Procurement Policy.

THE CLOSING DATE FOR SUBMISSIONS OF QUOTATIONS IS 12th December 2014 at 11:00 am.

Each service provider must submit a quotation clearly marked "Enquiry 2014-15 Ref 034: Design, Printing and Supply of the Buffelsdraai Information Booklet and Brochure for the Environmental Planning and Climate Protection Department". Contact details of the company and contact person are to be clearly visible on the front page of the submission. Quotations are to be addressed to Kathryn Roy and submitted (hand delivery only) to:

Sealed quotations addressed to the Administration Section and marked "**Enquiry Number: 2014-15 / 034 Design, Printing and Supply of the Buffelsdraai Information Booklet and Brochure for the Environmental Planning and Climate Protection Department**" must be placed in the quotation box located in the Reception Area, 7th Floor, Rennie's House, 41 Margaret Mncadi Avenue (Victoria Embankment) Durban (not any other Municipal Building) by no later than **11h00 on 12 December 2014**.

Enquiries may be directed to Kathryn Roy via email Kathryn.Terblanche@durban.gov.za or phone 031 311 7952

4. Timeframes

The deadline for the receipt of quotations is the 12th of December 2014 at 11:00 am. The successful bidder will be appointed by the 15th of January 2015.

A compulsory briefing session will be held at 9:00 am on the 5th of December (Boardroom 6.5, Floor 6.5, 166 K.E. Masinga Rd, Durban) where parties interested in quoting for this work must attend a presentation and question/answer session.

Submission of invoice for payment is to be made available on the same day as the final product.

5. Service Provider Skills and Experience

The companies submitting quotations for the appointment should provide a detailed portfolio which summarises relevant similar tasks and/or products (please include samples where relevant) that demonstrate the quality and impact of the items requested by the *Scope of Work*.

Quotations will be considered from individuals and companies.

6. Tender Adjudication

The adjudication of this Request for Quotations will be in terms of a two stage process. Stage 1 will be based on functionality and stage 2 on price and empowerment. Companies or individuals that obtain above 60 points in the functionality stage will then be eligible for the price and empowerment evaluation stage.

Stage 1: Functionality

Core Areas	Quality criteria	Sub-criteria	Total Points
Project management	Ability to meet timeframes	Project proposal allocates sufficient time and resources to ensure completion of the required work. A detailed time schedule is essential and must include timelines for proposed meetings, and deadlines for submission of draft and final versions etc.	30
Experience and expertise	Evidence of Relevant Experience and Expertise	Bidder demonstrates expertise and experience in designing documents for local government. Relevant CVs, references and samples to be included.	50
Financial	Budget	Proposal budget provides a detailed outline of costs linked with Proposal budget provides a detailed outline of costs linked with design, printing and delivery. Costing and proposed hours to be worked by allocated individuals to be clearly specified.	20
Total			100

Stage 2: Budget and Empowerment

Core Areas	Quality criteria	Sub-criteria	Total Points
Price	Total Price	What is the total cost for design, printing and supply of	80

		the document?	
Empowerment	As per eThekweni Municipality's empowerment policy	Points are allocated for equity ownership of participating companies, the equity of the project team and for local business enterprises	20
Total			100

NOTE: Tenders are to take careful note of the following:

- It is essential that Tenderers submit a portfolio of published work undertaken by the design house and/or by specified designer and a list of referees.
- Service Provider must have a minimum of 3 years relevant experience.
- Service Provider must be registered on the Municipality's Supplier Database and have a valid PR number.
- Service Provider must attend compulsory meetings to discuss deliverables
- The Environmental Planning and Climate Protection Department will retain the copyright to the design files and have access to editable electronic versions of all documents, both for the duration of the contract, and after contract completion.
- Failure to comply with deadlines, design and layout requirements will result in the in the appointment of an alternative service provider to ensure that the project is completed.
- Final approval and sign off of work undertaken by the service provider is subject to authorization by the Deputy Head: Environmental Planning and Climate Protection.
- The Buffelsdraai Information Booklet and Brochure will be required by the **28th of February 2015.**

Please contact Kathryn Roy, as below, for technical details and to request supporting documents:
031 322 4312 or Kathryn.Terblanche@durban.gov.za