



**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

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Enquiries: Zama Khuzwayo: 031 311 7286

Email: Zama.Khuzwayo@durban.gov.za

**Request for Quotation for the following documents: Layout and Printing of the
Durban Adaptation Charter Annual Report and Printing of the Durban Climate
Change Strategy.**

PQ: 7G-31621

1. Background

A globally coordinated effort is required to prepare cities for the impacts of climate change. Climate change-focussed work for the city began in 2004 with the Development of the Municipal Climate Change Programme which highlighted the need for the city to incorporate the issues of climate change within city planning processes. Following the hosting of COP17/CMP7 in Durban, South Africa in December 2011 eThekweni Municipality has developed a reputation of being a leader in the field of climate change advocating for the important role that cities play responding and addressing the impact of climate change at a local scale, done Through the Durban Adaptation Charter under the leadership of eThekweni Municipality Mayor. The DAC's mission is to enhance local government action for climate change adaptation through the formation of globally coordinated regional and sub-national partnerships. The need to promote and profile the DAC was recognised early in the process, and the Charter has been widely publicised through a number of publications, presentations at international symposia, and direct communication with signatories in order to communicate the achievements of the DAC. The EPCPD has successfully produced a DAC Annual Report for 2013, 2014 and 2015 that encompassed all the progress of the DAC each year. There is now a need to produce the DAC Annual Report for the year 2016 that will be based on the current design template.

Building upon previous climate change work the eThekweni Municipality has also developed a city-wide climate change adaptation and mitigation strategy, referred to as the Durban Climate Change Strategy (DCCS). The Strategy was approved by Council in 2015 and as a consequence a summary booklet along with and an educational poster (both written in English and isiZulu) has been produced. A reprinting of these documents is now required to improve to communication of the information contained within the Strategy.

2. Scope of work

The EPCPD requests quotations for the services of a suitably experienced service provider to use the existing template for the Durban Adaptation Charter (DAC) Annual Report to lay out 2016 text and images to produce 500 DAC 2016 Annual Reports, as well as produce a reprint of the Durban Climate Change Strategy (DCCS) 500 booklets and 160 posters.

DAC 2016 Annual Report

The successful service provider will need to:

- Proof read the document text, set layout, print and deliver 500 copies of the DAC Annual Report according to following specifications:

Description	Technical requirement
Size of document	A4
Number of pages	32 page (plus 4 cover pages)
Cover page	Front and back covers (inside and outside of covers will have text and/or images)
Layout	Full colour, as per Durban Adaptation Charter Brand colours and based on layout of previous DAC 2013, 2014 2016 reports.
Type of binding	saddle stitch
Cover specification	matt laminate
Number of copies required	500
Reverts (maximum of 3)	There will be a maximum of three reverts between supplier and EPCPD.

Durban Climate Change Strategy Booklets

The successful service provider will need to:

- Print and deliver 250 IsiZulu version DCCS booklets
- Print and deliver 250 English version DCCS booklets

The EPCPD will provide soft copies of the booklet and the printing should be according to following specifications:

Description	Technical requirement
Size of document	A5 (Booklet)
Number of pages	32 page (plus 4 cover pages)
Cover page	Front and back covers (inside and outside of covers will have text and/or images)
Layout	Only printing of the document is required this will be done as per soft copies provided by EPCPD.
Type of binding	stapled
Cover specification	matt laminate

Number of copies required	500 (250 English and 250 IsiZulu)
Reverts (maximum of 3)	None required – proofs for final printing will need to be provided by the service provider.

Durban Climate Change Strategy Posters

- Print and deliver 80 IsiZulu version DCCS posters
- Print and deliver 80 English version DCCS posters

The EPCPD will provide soft copies and the printing should be according to following specifications:

Description	Technical requirement
Size of document	A0 (Poster)
Number of pages	1
Layout	Only printing of the document is required this will be done as per soft copies provided by EPCPD.
Finish specification	matt laminate
Number of copies required	160 (80 English and 80 IsiZulu)
Reverts (maximum of 3)	None required – proofs for final printing will need to be provided by the service provider.

Note: 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.

Quotations must include costs for the following:

Note: Costs should be provided where appropriate for the scope of work above.

Description	Amount
Layout costs	
Proof reading document text	
Full colour set of proofs & final electronic proofs	
High resolution proofs (cover page, content page, etc.)	
Archival CD containing material required by the Environmental Planning and Climate Protection Department (see below)	
Reverts (maximum of 3)	
Management /Professional fees	
Printing	
Delivery to EPCPD offices	
Other	
Total cost (excluding and including VAT)	

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

Material	Requirements
DAC Annual Report	Final text (Microsoft Word version)
	Final PDF version (high and low resolution)
	Final editable version supplied to printers
Archival CD for publication	Final text and Final PDF Photographs, Illustrations, Figures, Maps (if supplied by supplier) Final high and low resolution proofs

- Submissions should include a portfolio of published work undertaken by publishing house and/or by specified designer.
- Failure to comply with deadlines 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 Deputy Head: Environmental Planning and Climate Protection authorisations.

3. Submissions

Quotations will only be accepted from organisations that are registered or are in the process of registering on the Municipal Database of Suppliers of eThekweni Municipality, and will be required to submit a quotation structured under the key items outlined under the *Scope of Work*.

The quotation must be accompanied by the following supporting documents:

1. The location of the submitting entities offices.
2. Original Tax clearance certificate.
3. EThekweni Municipal Supplier Database Registration Number.
4. (MBD 9) Forms:
 - a. Original Declaration of Interest.
 - b. Original Declaration of Municipal Fees.
 - c. Original Certificate of Independent Bid Determination.
 - d. Certified copy of BBBEE certification.

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 07 DECEMBER 2016 at 11:00 am.

Each service provider must submit a quotation clearly marked "**Layout and Printing of the Durban Adaptation Charter Annual Report and Printing of the Durban Climate Change Strategy. - PQ: 7G-31621**" for the attention of Ms Zama Khuzwayo and submitted (by hand delivery only) to:

Corporate Procurement Building (Tel: 031-311-7417)
Archie Gumede Place (Previously Old Fort Place)
Archie Gumede Complex¹ (around the side of 166 KE Masinga Road)

Enquiries may be directed to Zama Khuzwayo via email Zama.Khuzwayo@durban.gov.za phone 031-311 7286 or to Kathryn Kasavel at Kathryn.Kasavel@durban.gov.za 031-311-7920.

4. Timeframes

The deadline for the receipt of quotations is the 7th of December 2016, at 11h00 am. All documentation need to be hand delivered to the address stated in section 3 above. This contract will only begin early in 2017.

The latest date of delivery of the report and all material required (as stated in the table above) is the 31st of March 2017. Submission of invoice for payment is to be made available on the same day as delivery of the final product.

5. Service Provider Skills and Experience

The design companies submitting quotations for the appointment should provide a portfolio of relevant products 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 Proposals will be in terms of a two stage tender process. Stage 1 will be based on *Functionality* and stage 2 on *Price and Empowerment*. Companies or individuals that obtain above 70 points in the functionality stage will then be eligible for the price and empowerment evaluation stage.

Stage 1: Functionality

CRITERION	Maximum Score
Functionality	100
Evidence of having produced publication materials of a quality similar to that required in the Scope of Work. The service provider must provide at least three hard-copy examples of each.	90
Submission of a detailed time line and budget with the work commencing around the 15 th January 2017 with delivery of the annual reports by the end of February 2017.	10

¹ When traveling down KE Masinga road (previously Old Fort Road) with the beachfront ahead of you, turn left at 166 KE Masinga Road into Archie Gumede Place. Travel down Archie Gumede Place and turn left into the boom gates at Archie Gumede Complex. Ask for the Corporate Procurement building which is on the right of the parking area.

Stage 2: Budget and Empowerment

CRITERION	Maximum
Budget	80
Broad – Based Black Economic Empowerment	20

Broad Based Black Economic Empowerment Points will be awarded to bidders in accordance with the table below:

B-BBEE Status Level of Contributor	80/20 Point System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2

Annexure: Supporting Documents

A. DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state².
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1. Full Name of bidder or his or her representative:.....

3.2. Identity Number:

3.3. Position occupied in the Company (director, trustee, shareholder³):.....

3.4. Company Registration Number:

3.5. Tax Reference Number:.....

3.6. VAT Registration Number:

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state? **YES / NO**

² MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

³ Shareholder³ means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

If yes, furnish particulars.....

3.9. Have you been in the service of the state for the past twelve months?**YES / NO**

If yes, furnish particulars.....

.....

3.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars.

.....

.....

3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....

.....

3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....

.....

3.13. Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....

.....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....

.....

Signature

Date

.....

.....

Capacity

Name of Bidder

B. DECLARATION OF MUNICIPAL FEES

I/We do hereby declare that the Municipal fees of _____ (company name), are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees :

ACCOUNT	ACCOUNT NUMBER
ELECTRICITY	_____
WATER	_____
RATES	_____
JSB LEVIES	_____
OTHER	_____

I acknowledge that should it be found that the Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

Name

Signature

Designation

Date

C. CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:
I certify, on behalf

of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a. has been requested to submit a bid in response to this bid invitation;
 - b. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a. prices;
 - b. geographical area where product or service will be rendered (market allocation)
 - c. methods, factors or formulas used to calculate prices;
 - d. the intention or decision to submit or not to submit, a bid;
 - e. the submission of a bid which does not meet the specifications and conditions of the bid; Or
 - f. bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position Name of Bidder

.....

Date

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.