



27th October 2015

Request for Quotations (RfQ): Printing of Booklets

1 Purpose

Through this RfQ the eThekweni Municipality seeks to engage a suitably qualified service provider that will print a total of 2000 (total) copies of two separate booklets.

2 Required Services

Service providers are hereby requested to submit quotations and proposals for the following scope of works.

2.1 Activity one: Printing of Booklets

Activity one will see the service provider printing the booklet as provided by the eThekweni Energy Office on a disc, according to the following specifications. The service provider to contact Priscilla Moodley @moodleypr@durban.gov.za or 031-311 4415 to verify compatibility of disc to printing system before submitting quote.

2.1.1 Printing of 1500 copies of Renewable Energy Technologies Booklet

Size	:	A5 landscape
No. of Pages	:	24 pages + cover = 28 pages
Paper Type	:	Text – 128gsm Hi Q matt
Cover	:	250gsm HIQ matt and matt laminated
Printing	:	Full colour,
Binding	:	Stapled & Stitched

View booklet: http://www.durban.gov.za/City_Services/energyoffice/Pages/Pictures-and-Media.aspx Renewable Energy Technologies

2.1.2 Printing of 500 copies of Energy Office Profile Booklet

Size	:	A5 Landscape
No. of Pages	:	44pages + cover 48pages
Paper Type	:	Text: 120gsm Hi Q matt
Cover	:	250 gms HI Q Matt laminated
Printing	:	Full colour
Binding	:	Stapled & Stitched

View booklet: http://www.durban.gov.za/City_Services/energyoffice/Pages/Pictures-and-Media.aspx Energy Office Profile

Outcome of Activity One: Printing of Renewable Energy Technologies Booklet & printing of Energy Office Profile Booklet according to the above specifications.

2.2 Activity two: Delivery of Renewable Energy Technologies Booklet

The service provider deliver the printed 2000 copies to the Energy Office, 3rd Floor, SmartXchange Building, 5 Walnut Road, Durban, 4001 Outcome for Activity two: Delivery of booklets to the above mentioned.

3 Adjudication Criteria

This contract will be adjudicated in terms of the eThekweni Municipality Supply Chain Management rules and policies and will follow the 80:20 rule. The procurement will be done in terms of the Section 18 of approved Supply Chain Management Policy, “Procedures for procuring goods or services through written or verbal quotations and formal written price quotations¹” (i.e. formal written price quotations for procurements of a transaction value over R30 000 up to R200 000 (VAT included)).

The quotations will be assessed according to 2 step process. The first step is a functionality assessment and bidders must score a minimum of 70 points (out of 100) in order to be assessed any further. Step 2 is adjudicated according to price and preferential procurements.

Step 1: Functionality (100 points)

Experience in the printing industry (45 points);
Experience in printing booklets (35 points); and
Location of Business in eThekweni Municipality (20 points)

Companies/Individuals must score a minimum of 70 points for “Step 1: Functionality” in order to be evaluated for “Step 2: Price and Preferential Procurement”.

Step 2: Price and Preferential Procurement (100 points)

Price (80 points)
Preferential Procurement (20 Points)

CRITERIA	MAX. POINTS SCORING	REMARKS
Phase1: Functionality	100 Points	Companies/Individuals must score a minimum of 70 points for functionality in order to be assessed for Step 2
Functionality		
Experience in the printing industry	45	Provide an overview of experience, including number of years, in the printing industry
Experience in printing booklets)	35	Provide an overview of experience, including number of projects and examples, specifically for booklets
Location of Business in eThekweni Municipality	20	Provide your rates/utility bill
TOTAL Phase 1:	100	
Phase 2: Price and Preferential Procurement	100 Points	
Price		
Price	80	Ensure that your final price is clearly indicated
Preferential Procurement		
FPLITE Score	20	Include your Broad Based Black Economic Empowerment certification in your submission
Total Phase 2	100	

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
Non-compliant contributor	0

Criteria	Description	0%	Poor (40%)	Satisfactory (70%)	Good (90%)	Very Good (100%)
Experience in the printing industry (45 points)	Does the service provider have the necessary experience in the printing industry?	No response or irrelevant information provided. (0 points)	Less than 12 months relevant experience. (18 points)	Between 13 and 24 months relevant experience. (31.5 points)	Between 25 and 60 months relevant experience. (40.5 points)	61 or more month's relevant experience. (45 points).
Experience in printing of booklets(35 points)	Does the service provider have the necessary experience in the printing	Less than 2 examples provided. (18 points)	Between 3 and 7 examples provided. (31.5 points)	Between 8 and 14 examples provided. (40.5 Points)	Between 8 and 14 examples provided. (40.5 points)	15 or more examples provided. (45 points)
Location of Business in eThekweni Municipality (20 points)	Is the company based in eThekweni Municipality	Not based in eThekweni (0 Points).	Not applicable.	Not applicable.	Not applicable	Based in eThekweni (20 Points).

4 Submission Requirements

Quotations should include the following:

1. A proposal outlining:
 - 1.1. Experience in the printing industry.
 - 1.2. Experience in printing of booklets.
 - 1.3. Location of Business.
2. Detailed budget breakdown
3. Time frame
4. Company profile and certified BEE certificate
5. Supporting/compulsory Documents:
 - a) Signed Declaration of Interest (see Annexure 1)
 - b) Signed Declaration of Municipal Fees (see Annexure 1)
 - c) Signed Certificate of Independent Bid Determination (see Annexure 1)
 - d) Original Valid Tax Clearance Certificate
 - e) Copy of latest utility bill
 - f) Focused Procurement Lite registration details (<http://fplite.durban.gov.za/>).

Please ensure that you receive a confirmation of receipt if submitted by email and that emails do not exceed 5 MB in size.

The eThekweni Municipality does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation.

The eThekweni Energy Office does not undertake to consider quotations received after the due date and time unless clear evidence of dispatch is available.

This request for quotations is subject to any changes which may stem from a negotiation of the final terms with the service provider, as well as any additional budget which may be allocated to the project.

Payment arrangements will be negotiated on the basis of the completion of project milestones and will be outlined in the letter of appointment. Final payment will be paid on full completion of the project.

Quotations must be submitted to:

Sindy Majola
Energy Office, 3rd Floor, SmartXchange Building, 6 Walnut Road
031 322 2925
E-mail: Sindy.Majola@durban.gov.za

For Technical queries:
Priscilla Moodley
Energy Office, 3rd Floor, SmartXchange Building, 6 Walnut Road
031 11 4415
084 578 4044
E-mail: moodleypr@durban.gov.za

NOTE: A hardcopy of your complete proposal needs to accompany any e-mailed proposal. The softcopy of the submission should be saved on only one PDF file. Proposals must be received no later than 11h00 on the 9th November 2015.

Annexure 1: Supporting Documents

A. DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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, shareholder²):.....

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**

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.....

¹MSCM 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.

²Shareholder" 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.

.....
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
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.....

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;
6. 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.