

**WESKUS DISTRIKSMUNISIPALITEIT  
WEST COAST DISTRICT MUNICIPALITY**



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: DESIGN, EDITING AND PRINTING OF WEST COAST TOURISM BROCHURE**

**QUOTATION REFERENCE: 6/5/2/44**

Kindly furnish us with a written quotation as per attached specifications:

Specification enquiries can be directed to **Mr G Abrahams at tel 022 4338517**

The quotation must be clearly endorsed/marked with **Reference number: 6/5/2/44 - Tourism Brochure** and submitted on the letterhead of your business and can either be faxed, e-mailed or delivered by hand not later than **12:00, Tuesday, 23 July 2019** to:

Supply Chain Management Office, West Coast District Municipality, 58 Long Street, Moorreesburg . Fax: 086 652 7690 or E-mail to [scm@wcdm.co.za](mailto:scm@wcdm.co.za)

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- It is expected of all prospective service providers who are not yet registered on the Central Supplier Database (**CSD**) to register without delay.
- The Municipality reserves the right not to award formal written price quotations to prospective suppliers who are not registered on the Database (CSD). Service providers to submit proof of registration on the CSD with quotation submissions
- The prospective Service providers attention is drawn to the following list of forms and other documents that need to be completed and submitted with his/her quotation documents:
  - a) Declaration of Interest (**MBD4**)
  - b) Declaration in terms of Clause 112(1)(I) of the Municipal Finance Act, Act No 56 of 2003 (**MBD8**).
  - c) **If the bidders applied for a Tax Clearance Certificate after 18 April 2016, than the bidder should provide a master number or tax compliance**

**status PIN must accompany the quotation documents to enable the municipality to verify the bidders tax clearance status**

- d) Proof of registration for VAT (if applicable)
  - e) Certificate of independent determination (MBD9)
  - f) A original and valid B-BBEE Verification Certificate or certified copies
- In terms of Clause 112(1)(l) of the Municipal Finance Management Act, Act No 56 of 2003, persons who were convicted for fraud or corruption or who wilfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Bidder shall submit a sworn statement, a declaration of bidder's past Supply Chain Management practices to this effect (MBD8).
  - **The quotation must be completed in black ink and any corrections to the official quotation from must be made in Black ink and signed by the bidder. Any quotation received with correction fluid (Tippex) corrections shall be disqualified.**
  - Tenders that are not clearly endorsed, or which are received after the closing time and date will not be considered.
  - The bid documents should be carefully completed and no errors will be condoned after bids have been opened.
  - The fact and action of handing in a quotation to the Council is accepted as a contract between the Council and the Bidder whereby such a quotation remains valid and available for a period of thirty (30) days, calculated from the closing date as advertised for the quotation, for acceptance or non-acceptance by the Council. The bidder undertakes not to withdraw, or alter, the quotation during this period.
  - Notice of acceptance of the quotation by the Municipal Manager will be considered as a binding contract with effect from the date of such notice.
  - The Council does not bind itself to accept the lowest or any, quotation and reserves the right to accept any quotation in whole or part.
  - **The bidder will be liable to take out forward cover to barricade him/her against fluctuations of the exchange rate in the event of importing any component, related to the quotation, from any country dealing in currency other than that of South Africa.**
  - Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer 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 and/or take an oath declaring his/her interest. A declaration of interest form must be completed and submitted to this effect (MBD4)

- A certificate of independent determination (**MBD9**) must be completed and submitted with your quotation. This is to inform bidders about the illegality of bid rigging and the penalties applicable to enterprises found to have engaged in such practices and the possible investigations and imposition of administrative penalties by the Competition Commission.
- The bid of any person who canvasses or solicits, or causes to be canvassed or solicited, the support of any person employed by or in the service of the Employer or of the Agent, Consulting Engineer in favour of his/her offer will not be considered.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2017. The Preference Points claim form in terms of the Preferential Procurement Regulations 2017, 80/20 (**MBD6.1**) must be scrutinized, completed and submitted together with your quotation.
- Bidders wishing to benefit from it must submit a original and valid B-BBEE Verification Certificate or certified copies thereof from a Verification Agency accredited by the South African Accreditation System (SANAS) or sworn affidavit as prescribed by Department of Trade and Industry together with the quotation. Failure to submit the abovementioned will result in the bidder only receiving the applicable points for price. The Municipality reserves the right to request proof of empowerment.
- A tax clearance certificate, issued by the South African Revenue Services (SARS), must accompany your quotation. (**If the bidders applied for a Tax Clearance Certificate after 18 April 2016, then the bidder should provide the PIN that can be shared with third parties to enable third parties to verify or confirm the tax compliance status of the bidder to whom the PIN belongs**). Official purchase order will only be placed against provision of tax clearance certificate or master registration number or tax compliance status PIN.
- Transaction will be subject to General Conditions of Contract (GCC).
- The Preference Points claim form in terms of the Preferential Procurement Regulations 2017, 80/20, Tax Clearance Certificate Requirements, SARS Application for Tax Clearance Certificate, Declaration of bidder's Past Supply Chain Management practices, Certificate of Independent Bid Determination, Certificate for Local Production and Content, General Conditions of Contract and the Declaration of Interest can be downloaded from : [www.westcoastdm.co.za/tenders](http://www.westcoastdm.co.za/tenders)
- The successful provider will be the one scoring the highest points.

**NB: No quotations will be considered from persons in the service of the state**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully




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**SUPPLY CHAIN MANAGEMENT OFFICE**

TEL: 022 433 8400

E-MAIL: [scm@wcdm.co.za](mailto:scm@wcdm.co.za)

15 July 2019

## **SPEŠIFIKASIE / SPECIFICATION**

### **Besonderhede/Description**

#### **SPECIFICATIONS FOR DESIGN, EDITING AND PRINTING OF THE WEST COAST TOURISM BROCHURE**

The quotation is to include all of the following services:

**1. Design, Editing & Printing of a DL (100 x 210mm) size brochure in English for Weskus Tourism.**

- Redesigning of the content pages and a front and back, 8 page cover including a 3 page fold out map of the region. The following information must be on the map: legend, roads, road numbers, distances, town names, rivers and mountain ranges.
- Logo to be included
- Towns to be alphabetically listed
- Social media links to be added in booklet
- Layout, design and printing cost
- The services of a copy writer must be included

**2. Proofs**

Up to two sets of electronic proofs or hard copy proofs are to be sent to the WCRT0. Two complete sets of physical colour correct proofs are to be supplied and delivered to Moorreesburg near the end of production for approval by the WCRT0, 65 Long Street Moorreesburg. The second set will reflect any changes made in the first set and must be approved before going to print.

- The services of a fully qualified proof reader should be included in the cost
- Information to be used in the text will be supplied
- Must have Dropbox account for larger files

### **3. Printing**

- +/- 104 pages text and an 8 Page Cover
- Text printed in 4 process colours throughout
- Cover printed in 4 process colours on both sides
- Folded, Saddle stitched 2 wires and trimmed
- Paper: Text: 90 gsm Gloss Art
- Paper: Cover: 170 gsm Gloss Art
- **Print: NB! Provide Quotes for 15 000, 20 000 and 25 000 booklets printed in English**

### **4. Delivery & Packaging**

- **Brochures must be delivered in boxes (not more than 120 brochures in a box)**
- **Delivery cost of brochures to the West Coast Tourism Office, 65 Long street, Moorreesburg, must be included in the quotation.**
- **The delivery of the final product should be no later than 6 December 2019.**
- **Copyright will belong to the West Coast Regional Tourism Organization and the West Coast District Municipality.**
- **An electronic/digital copy of brochure also needs to be included in quote**

### **5. Samples and References**

- **Three Samples of similar work and references must be provided to West Coast Tourism Office, 65 Long Street, Moorreesburg.**

Specifications queries can be directed to: Mr G Abrahams at 022 4338517