



**REQUEST FOR FORMAL WRITTEN QUOTATIONS
NOTICE 16 OF 2019
EDITING, PRINTING OF BCMDA 2018/19 ANNUAL REPORT AND OTHER
RELATED COMMUNICATION MATERIAL.**

Buffalo City Metropolitan Development Agency hereby invites suitably qualifying service providers to submit formal written quotations for the Editing, printing of BCMDA 2018/19 annual report and other related communication material.

Enquiries should be addressed to Mr A. Manciya at email address: aviwe@bcmda.org.za.

The detailed Specifications are attached hereunder.

To ensure responsiveness to the RFQ Bidders to take note of the following requirements (Compliance Evaluation):

- Service providers must be registered on National Treasury's Central Supplier Database and submit a summary report as proof of registration or alternatively reflect the CSD supplier number on their proposal;
- All prospective/interested suppliers should complete the MBD 4, MBD 8 and MBD 9 forms which may be obtained from the BCMDA website: www.bcmda.org.za;
- A valid original tax clearance certificate issued by South African Revenue Services is to be submitted with the completed tender or a copy thereof that is supported by a tax compliance verification pin;
- All prices must be inclusive of VAT, where applicable;
- Bidders are required to submit an original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims, failing which will result in a status level score of zero be assigned to the tenderer;
- A joint venture, trust or consortium; must submit a consolidated B-BBEE status level verification certificate.
- Bidders must submit confirmation that the bidders and all its directors municipal accounts are not in arrears for a period exceeding 3 months. Such confirmation must be for both the company and for its directors and must be as follows:
 - statements of municipal accounts showing the age of the municipal debt;
 - OR

- a tenderers debt clearance certificate from their respective municipality that is stamped and signed by that municipality;
- **The proposal or quotation must demonstrate the requirements detailed on the specifications below.**
- NO QUOTATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003: MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS.

Failure to meet the above stated minimum requirements will result in a tender being considered non-responsive and therefore not considered for the award of the contract.

Evaluation criteria:

Quotations meeting the tender conditions and functionality requirements shall be evaluated on an 80/20 basis, in line with the PPPFA, as follows:

CRITERIA	POINTS
PRICE	80
B-BBEE	20
TOTAL	100

Quotations must be submitted in a sealed envelope, clearly marked: "NOTICE 16 OF 2019 – EDITING, PRINTING OF BCMDA 2018/19 ANNUAL REPORT AND OTHER RELATED COMMUNICATION MATERIAL " and must be deposited in the QUOTATIONS BOX, At the offices of the Buffalo City Metropolitan Development Agency, Investment Centre, East London IDZ, Lower Chester Road, Sunnyridge, East London, 5241 NOT LATER THAT THE CUT-OFF TIME OF 16H30 ON 14 NOVEMBER 2019.

Evaluation criteria:

- A. COMPLIANCE EVALUATION
- B. ADDITIONAL MINIMUM REQUIREMENTS
- C. PPPFA PREFERENTIAL POINTS CALCULATION

SPECIFICATIONS

BCMDA is calling for quotations from service provider to provide the following services and deliverables:

OUTPUT1: Development of BCMDA 2018-19 Annual Highlights & 2019-20 Developments (Stakeholder newsletter).

Activities:

- Collate provided information.
- Collate key highlights.
- Write up of CEO, Chairpersons Comments and editors' comments (from provided documentation)
- Provide layout and graphics design.
- Copywrite document.
- Newsletter 4A, 16 pages

Deliverables:

- 1.1. 16-page A4 Newsletter
- 1.2. Digital print friendly Document
- 1.3. 10 High gloss cover quality Printed copies

Output 2: Development of the BCMDA 2018-19 Integrated Annual Report (Document)

Activities:

- Document editing (copy writing)
- Analyze performance information and provide smart information packaging. Graphs, charts and tables.
- Provide layout and graphics design.

Deliverables:

- 2.1. Annual Report Draft 1
- 2.2. Annual Report Draft 2
- 2.3. 15 High gloss cover quality Printed copies (Draft 2)
- 2.4. Final Annual Report (electroclinic copy)

Output 3: Development of the BCMDA 2018-19 Integrated Annual Summary Report (Stakeholder document)

Activities:

- Select appropriate information form Annual Report to place in summary
- Select appropriate information form Newsletter to place in summary
- Provide Formant, layout and graphics

Deliverables

- 3.1. 30 pager A4 Annual Report Summary Document
- 3.2. 2 Digital print friendly document
- 3.3. 15 High Gloss cover quality Printed copies.

Output 4: Development of BCMDA 2018-19 Integrated Annual Report Video

Activities:

- Develop writeup for video
- Develop and choreograph video story
- Collect pictures and video information from BCMDA, collocate and screen for video development.
- Record comments from 2 board members, chairperson of audit committee and 1 from CEO
- Conduct voiceover for video

Deliverables:

- 4.1. 5-minute video and
- 4.2. extended 10-minute video

1. PROVEN TRACK RECORD

At least 4 letters of recommendation / reference from previous clients that are organs of the state.

Letters of recommendation / reference from medium to large scale organizations (companies whose staff compliment is over 100) companies will also be considered.

NB: Appointment letters / purchase orders and invoices will not be accepted.

2. PROFESSIONAL TEAM

Interested bidders are expected to avail a team of experts for this project and their CVs must accompany the submission. All abovementioned activities will take place in East London save for the preparatory work and report writing. The following professionals are mandatory and will form part of stage 2 evaluation of additional minimum requirements:

3. QUALIFICATIONS (MINIMUM NQF7) IN ANY OF THE FOLLOWING FIELDS:

- Communication
- Marketing and graphics
- Media studies
- Video production
- Research skills

4. EXPERIENCE OF EACH TEAM MEMBER - MINIMUM OF 5 YEARS IN CONDUCTING THE FOLLOWING ACTIVITIES:

- Analytical skills and data interpretation (graphs, tables and pie charts).
- Editing and copywriting skills
- Information packaging, document layout
- Graphics
- Chorography and video production

5. PRICING SCHEDULE – THIS TABLE MUST BE COMPLETED (ADDITIONAL SUPPLEMENTARY INFORMATION MAY BE ATTACHED)

TASK NO.	TASK DESCRIPTION	AMOUNT
1	OUTPUT1: Development of BCMDA 2018-19 Annual Highlights & 2019-20 Developments (Stakeholder newsletter).	
2	Output 2: Development of the BCMDA 2018-19 Integrated Annual Report (Document	
3	Output 3: Development of the BCMDA 2018-19 Integrated Annual Summary Report (Stakeholder document)	
4.	Output 4: Development of BCMDA 2018-19 Integrated Annual Report Video Activities:	
<i>TOTAL</i>		