MOQHAKA LOCAL MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS
(Over R30 000.00 up to a transactions value of R200 000.00 VAT included)

REFERENCE NUMBER: 7/1/5/2022-23 **CLOSING DATE:** 25/10/2022 **CLOSING TIME:** 12:00 PM
NON-REFUNDABLE FEE: R50.00

Description	Contact Person
PROVISION OF MARKETING MATERIALS	K L Madiba Tel: 056 216 9186 Email Address: khojane@moqhaka.gov.za

1. **A5 FOLDED LEAFLETS + DIGITAL PDF (TOURISM)**

Production, Design and Layout A5 Z Fold Leaflets
Print of 3000 A5 Z Fold Leaflets
Supply a Digital PDF Format of Leaflet for online use

LEAFLET SPECIFICATION:

Description: 6-page Z-folded Leaflets Flat Sheet Size 444 x 210 mm Folded to A5 Leaflet

Design and Layout: Photographs, content sourcing, links. Design and Layout using latest design software (Adobe InDesign), Editing of photos using (Photoshop)
Compile the methodology for content and leaflet structure

PRINTING LEAFLETS
Quantity: 3000
Size: Flat Sheet Size 444 x 210 mm Folded to A5 Leaflet
Finishing: Folded, Gloss Machine Varnish
Paper Stock: Gloss: Printed Full Colour throughout on 170gsm
Colour: CMYK
Sides: 6 Sides

DIGITAL LEAFLET

Online Brochure: Design and Layout using latest design software Editing, visual styles, titles, and links
Quantity: Duplication, packaging, and delivery 1X Digital E-Leaflet in the form of Digital PDF on a USB

SUPPLY CHAIN MANAGEMENT
VERIFIED FOR COMPLIANCE
2022 -10- 18
Official Signature

2. A5 LEAFLETS + DIGITAL PDF (KROONPARK PRICE LIST)
Production, Design and Layout A5 Leaflets
Print of 1500 A5 Double Sided Leaflet
Supply a Digital PDF Format of Leaflet for online use

LEAFLET SPECIFICATION:

Description: Double sided A5 Leaflets

Design and Layout: Photographs, content sourcing, pricing tabl
Design and Layout using latest design software (Adobe InDesign
Editing of photos using (Photoshop)

SUPPLY CHAIN MANAGEMENT
VERIFIED FOR COMPLIANCE
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PRINTING LEAFLETS
Quantity: 1500
Size: 148 x 210 mm A5 Leaflet
Finishing: Double Sided, Gloss Machine Varnish
Paper Stock: Gloss: Printed Full Colour throughout on 170gsm
Colour: CMYK
Sides: 2 Sides

DIGITAL LEAFLET

Online Brochure: Design and Layout using latest design software
Editing, visual styles, titles and links
Quantity: Duplication, packaging and delivery 1X Digital E-Leaflet in the form of Digital PDF on a USB

3. BRANDING MATERIALS

Design, Layout and Printing of Branded Outdoor Marketing Materials

Quantity: 2 x Branded Gazebo
Size: 2m x 2m
Finishing: Full colour printing on high-quality, heavy-duty canvas fabric
Steel unit
Carry bag.

Quantity: 6 x Branded Camp Chairs
Finishing: 2x branded double sided backrest print
2x lightweight folding aluminium frame
2x fabric seat (not printed)

COMPULSORY: BIDDERS MUST PROVIDE SAMPLE OF THE PREVIOUS WORK DONE.

SCOPE OF WORK AUDIO VISUAL VIDEO

- Editing of Existing Audio-Visual Video with Motion Graphics and Voice Over

AV Spec:	5 - 10 min Audio Visual with Motion Graphics Video
Description:	Video Editing to replace Mayor's interview with new interview Pre-production/concept development Storyboard creation Production Video editing/Post production; Two camera angle perspective on subject Use of b-roll footage and still photos Licensed music selected for video Custom graphics to emphasize key points Produced using latest software (Video Production Software)
Format:	Hi Res Mov DNX HD and compressed MPEG 4 H264 with Sound and animation DVD duplication, design, printing, packaging and delivery 5X Digital AV files Delivered to Moqhaka Municipality Offices (Kroonstaad)

COMPULSORY: BIDDERS MUST PROVIDE SAMPLE OF EDITED AUDIO-VISUAL VIDEO WITH SPECIFIC TO MUNICIPAL OR GOVERNMENT RELATED CONTENT ON A MEMORY STICK WITH ATLEAST ONE CONTACTABLE REFERANCE.

SUPPLY CHAIN MANAGEMENT
VERIFIED FOR COMPLIANCE

2022 -10- 18

Official Signature

ELIGIBILTY CRITERIA

Only those suppliers who:

- Adhere to the stipulated minimum threshold for local production and content of 85% as prescribed by National Treasury, for all items listed in the schedule of quantities. **Bidder to complete schedule 6 and Annexure C.**
- Are willing and able to supply the required material within 30 days from receiving the official appointment letter,
- Are willing and able to keep their cast prices/ rates fixed for the maximum period of 60 days from date of the RFQ closing- Shall be eligible to participation further on price and preferential points.
- Quotes in line with these pro ranges (R30 000.00 – R200 000.00) will be considered for further evaluation.

PAYMENT OF NON-REFUNDABLE FEE

Payment of the non-refundable fee of R50.00 can be made at the cashiers at the main Municipal Building, Hill Street or directly into the municipal bank account. Proof of EFT payment should then be forwarded to the SCM office via email to palesal@moqhaka.gov.za or dineom@moqhaka.gov.za or agnesm@moqhaka.gov.za, after which the complete document containing the MBD forms will be forwarded to the bidder.

Moqhaka Local Municipality Banking Details:

Bank:	ABSA Bank Kroonstad
Account Number:	40-5327-4876
Branch Code:	334536
Bidder Reference:	Company Name and RFQ Number.

SUBMISSION DETAILS

The quotation and supporting documents sealed in an envelope and **externally endorsed with the relevant quotation number and description** and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad. Or via e-mail to agnesm@moqhaka.gov.za , palesal@moqhaka.gov.za and dineom@moqhaka.gov.za .

CONTACT DETAILS FOR ENQUIRIES

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9185.
For Technical, queries contact **Mr. Khojane Madiba: 076 2654376**

SUPPLY CHAIN MANAGEMENT
VERIFIED FOR COMPLIANCE

2022 -10- 18

Official Signature