

**RE-ADVERT: Design and Layout, Translate English to Isizulu and Sepedi, Editing, Printing, Pictures: Newsletter (Imbumba)**

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**Date posted :** 2019-02-21

**Bid Number :** ERW201809/008

**Description :** Accredited, experienced and registered Service providers are hereby invited to produce a quarterly newsletter for a period of 12 months. The service provider should have an existing track record of producing similar work.

**SCOPE OF WORK:**

*Imbumba* is an internal newsletter of ERWAT which is used as one of the Communications channels that is used to communicate with ERWAT staff members.

**DESCRIPTION:**

Design and layout, translate English to isiZulu and Sepedi, editing, printing, pictures – quarterly newsletter.

Size: A4

Pages 8 pages

Colour: Full colour

Paper: 135 gsm Camelot Cartridge

Quantity: 800

Number of editions per year: quarterly

Please note that the number of pages will depend on the number of articles in the given issue.

**Functionality**

Criteria	Sub-weight	Weight	Score
1. Number of years in the industry: <ul style="list-style-type: none"><li>· More than 5 years</li><li>· Between 4 and 5 years</li><li>· 1 to 3 years</li><li>· No submission</li></ul>	<ul style="list-style-type: none"><li>· 30</li><li>· 15</li><li>· 10</li><li>· 0</li></ul>	30	
2. Verifiable references (letters of recommendation and or completion certificates) <ul style="list-style-type: none"><li>· More than 5 letters</li><li>· Between 4 and 5 letters</li><li>· 1 - 3 letters</li><li>· No submission</li></ul>	<ul style="list-style-type: none"><li>· 30</li><li>· 15</li><li>· 10</li><li>· 0</li></ul>	30	
3. Time frame: delivery period	Bidder offers the following delivery period from date of order: <ul style="list-style-type: none"><li>· 5 working days = 40</li><li>· 10-20 working days = 15</li><li>· More than 20 working days = 10</li><li>· None indicated = 0</li></ul>	40	
TOTAL		100	

Bidders who achieve a functionality score of less than 75 will not be considered further.

**COMMITMENT BY SUPPLIER**

The signature serves as an explicit undertaking to ERWAT that the full required of publication will be delivered on time. Failure to sign will lead to disqualification.

UNDERTAKING BY SUPPLIER	SUPPLIER'S SIGNATURE
<p>Bidders must deliver <i>Imbumba</i> 5 days after the issue of an order number</p> <p>Failure to comply the delivery may result in penalties or termination of the agreement:</p> <ul style="list-style-type: none"> <li>• Delivery of full quantity</li> </ul>	

## PENALTIES

If the *Imbumba* is only delivered after 5 days or if the full quantity ordered has not been delivered, a penalty of R1000 per working day will be levied until the date of full delivery of the *Imbumba*.

Delivery date for *Imbumba*: 5 days after the issue of an order number.

Delivery address: ERWAT Head Office, Bapsfontein Road Kaalfontein

**Enquiries** shall be directed to Mpho Ntsekhe at telephone number **011 929 7000** or **mphon@erwat.co.za**

## PRICING SCHEDULE

<b>Bidders prices must be valid for a period of 30 days from closing</b>		Only firm prices will be accepted		
<b>Non-firm prices</b>		In the case of prices not being firm due to rate of exchange factors, the MBD 3.2 form must be completed and attached to this document.		
ITEM	DESCRIPTION	UOM	QTY	PRICE
1	Design and layout and also editing	Sum	1	R
2	Translate English to Isizulu	Sum	1	R
3	Translate English to Sepedi	Sum	1	R
4	Printing of a full colour	Sum	1	R
		<b>SUB-TOTAL</b>		
		<b>VAT</b>		
		<b>TOTAL</b>		

Preference points system (PPS) as included in the Preferential Procurement Policy Framework Act, Regulations of 2017:

PPS	Contract value	Formula	Additional Considerations
<b>80/20</b>	Equal to or above R 30 000.00 and up to R 200 000	$Ps = 80(1 - (Pt - P_{min}) / P)$ <p>Where            Ps = Points scored for price of bid under consideration.            Pt = Rand value of bid under consideration.            P min = Rand value of lowest acceptable bid.</p>	<p>Bidders may be subjected to a pre-compliance stage and functionality scoring and only bidders who score the stipulate minimum points will be illegible to proceed to PPPFA evaluation.</p> <p>Maximum of 20 points may be awarded for BEE level. Bidders are required to tick the relevant box in the table below to claim their points according to their BEE level.</p> <p>Above points must be added to points scored for price.</p> <p>Only bidder scoring the highest points will be selected for award.</p>

B-BBEE Status Level of Contributor	Number of points (80/20 system)	Kindly tick the applicable level and points
1	20	
2	18	
3	14	
4	12	
5	8	

<b>Bid closing date :</b>	2019-02-28
<b>Compulsory site meeting :</b>	N/A
<b>Contact Person :</b>	Mpho Ntsekhe
<b>Contact number :</b>	011 929 7000
<b>E-mail address :</b>	N/A
<b>Bid validity period :</b>	7 Days
<b>Physical address where bid documents can be collected :</b>	ERWAT Head Office, Hartebeestfontein Office Park, R25, Norkem Park.
<b>Tender Box number :</b>	N/A
<b>Day when Tender is to be submitted to ERWAT Offices:</b>	
<b>Non-refundable Document fee :</b>	N/A ERWAT will not accept cash. All payments to be made by Credit Card only
<b>CIBD required?</b>	N/A
<input type="text"/>	
<p>Bids must be hand delivered to the Bid Box situated at the address: ERWAT Head Office, Hartebeestfontein Office Park, Bapsfontein Road (R25), Kempton Park.</p> <p>Complete Tenders must be in a sealed envelope clearly marked with <b>ERW201809/008</b> and <b>RE-ADVERT: Design and Layout, Translate English to Isizulu and Sepedi, Editing, Printing, Pictures: Newsletter (Imbumba)</b>. and to be hand delivered, in the TENDER BOX <b>N/A</b> at the foyer at ERWAT Head Office, Bapsfontein Road (R25), Kempton Park.</p> <p>No e-mail or faxed bids/proposals shall be accepted. Bids/Proposals that are not received on the specific time and date will be marked as late bids/proposals and such bids/proposals will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid bids/proposals.</p> <p>Bidders' attention is specifically drawn to the provision of the bid rules which are included in the bid document.</p> <p>The lowest or any bid will not necessarily be accepted and ERWAT reserves the right not to consider any bid not suitably endorsed or comprehensively completed, as well as the right to accept a bid in whole or part. Bids completed in pencil will be regarded as invalid bids.</p> <p><b>Submission of electronic and fax bids are not acceptable.</b></p>	

