



Knysna Municipality is inviting quotations from suitable service providers for the services described below.
Category – Printing and Advertising

(For publication on the Knysna Municipality website & notice boards)

ADVERTISEMENT DATE:	25 October 2017
QUOTATION NUMBER:	B370/2017/18
DESCRIPTION OF GOODS/SERVICES:	Design, Print & Distribution of Municipal Newsletter [Council News] x 2 editions
RFQ DOCUMENTS ARE OBTAINABLE FROM:	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Council adverts >Quotations)
CLOSING DATE: TIME:	27 October 2017 12h00
SUBMISSIONS:	Sealed quotations clearly marked, “ B370/2017/18 Design, Print & Distribution of Municipal Newsletter [Council News] x 2 editions ”, can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: rmiles@knysna.gov.za Contact person: Ray-Dean Miles (Tel: 044 302 6269) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
COMPULSORY REQUIREMENTS:	KMBD 6.1 should be signed and attached to the proposal
TECHNICAL ENQUIRIES:	Department : Municipal Manager Contact Person : Christopher Bezuidenhout Email : cbezuidenhout@knysna.gov.za Tel : 044 302 6471

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 when applicable.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Attached KMBD 4 document must be completed.
- It is the intention of this RFQ to support Councils Procurement Strategy.
- Status of Municipal accounts must be submitted
- Bidders must insist on an official order number.
- Only an official order will bind the Council

**KAM CHETTY
MUNICIPAL MANAGER**

CLYDE STREET | KNYSNA
“INCLUSIVE • INNOVATIVE • INSPIRED”

The Knysna Municipality is implementing an online purchasing management system. This system allows vendors to register online, receive automated alerts via e-mail and will eventually allow vendors to submit bids electronically. All opportunities >R30 000 (RFQ's and Tenders) are processed through our online system. To register go to www.knysna.gov.za – Council adverts – Supply Chain Management – SCM e-mail list – complete info and click on submit form. Enquiries may be directed to: nmlisana@knysna.gov.za



OFFICE OF THE MUNICIPAL MANAGER
B370/2017/18
REQUEST FOR QUOTATION: DESIGN, PRINT & DISTRIBUTION OF:
MUNICIPAL NEWSLETTER [COUNCIL NEWS] X 2 EDITIONS

Knysna Municipality invites relevant and experienced service providers to submit written quotations within the following specifications:

COUNCIL NEWSLETTER: 4 PAGES (ACTION ADS)

COUNCIL NEWSLETTER: 1 FULL PAGE PRINT READY FILE (THE EDGE)

COUNCIL NEWSLETTER: ELECTRONIC VERSION including HEADER

- Design of 210mm high x 148.5mm wide format 4 page newsletter for Knysna distribution area via Action Ads.
- Design of 390mm high x 265mm wide format newsletter (1 full page) for Knysna distribution area via The Edge. Print ready file must be supplied to The Edge by no later than 12h00 on the Monday of the week of publication.
- Design of electronic conversion of 4 page newsletter (flip book style). The newsletter will be hosted on the municipal website and disseminated with the monthly e-municipal accounts. A branded header and link of each edition must be supplied to the accounts department.
- Monthly layout, copy editing and proofreading of newsletter (applicable for two (2) editions).
- Printing (on news print paper) and delivery of 12 500 full colour copies for Knysna distribution area. The Newsletters must be delivered to Action Ads by no later than 12h00 on the Tuesday of the week of publication.
- Pictures will be supplied; however, the quotation must make provision for at least 40 stock images.

OTHER SPECIFICATIONS:

- Council's current corporate brand should be considered in the designing process.
- Proofread and Copy editing of all work is a specific requirement of this RFQ. CV's of the project team members highlighting the areas experience & competence, specifically with regards to proofread and copy editing. In table format: Name, Position, Role & Duties in project, Project Experience (project description, client, project period & costs)
- Bidders must provide at least two references with examples of similar work done. Compulsory.

PRICING SCHEDULE

Description	Unit Costs	Unit	Total
Monthly Layout of newsletter (Action Ads version)	R	X 2	
Monthly Layout of newsletter (The Edge version)	R	X 2	
Monthly Proof reading & Editing	R	X 2	
Colour Printing (12 500 copies)	R	X 2	
Distribution via Action Ads (12 500 copies)	R	X 2	
Delivery to Action Ads	R	X 2	
Stock images (allow for 4 per edition)	R	X 8	
Electronic Version Link (flip book)	R	X 2	
Project admin & liaison (Provide details)	R	X 2	
Sub Total			
Vat 14%			
TOTAL			



The name of the Tenderer:			
The name of the Contact person:			
Physical address of the Tenderer:			
		Postal Code:	
Postal address of the Tenderer:			
		Postal Code:	
Cellular number:			
Telephone number:			
Facsimile:			
E-mail address:			