

WATERBERG DISTRICT MUNICIPALITY



WATERBERG DISTRICT 2010/2011 IDP REVIEW BOOKLETS

Quote no: Q0003

PRINTING AND PACKAGING SERVICE (insertion Dates: 2010/06/04)

Waterberg District Municipality hereby invites Service Providers to provide the following Printing and Packaging Service:

Specifications

- 200 X 2010/11 IDP Review Documents, 300 X 2010/2011 IDP Review Executive Summary Documents
- Copy of CD for publication on the Website
- PTD inside Gloss;
- 128 GSM;
- Full Colour throughout
- 2 X A4 Landscape Square Binding and A5 Landscape Square Binding;
- 142 Pages F/G ,50 Pages F/G and 100 Pages F/G;
- Front & Back Cover Gloss 300 GSM

NB! The scope is not limited to collecting information, editing, design and layout and delivery.

The following conditions will apply

- Price(s) quoted must be valid for at least sixty (60) days from the date of your offer, and be according to specification.
- Price(s) quote must be per activity and Inclusive of VAT(If VAT Registered);
- A firm and warmth services;
- CIPRO Certificate with all shareholders or alternative company registration documents indicating shareholders.
- Valid Tax Clearance Certificate;
- Quotations will be evaluated on PPPEA 80/20 points system.
- The Following information must be indicated, percentage owned by HDI, Women, Youth and Disabled or service provider will be allocated zero on preferential points.
- Location of the company need to be specified.
- Water & lights statements to confirm location.
- A proof of similar work done previously (Sample) must be attached.

- ID Copies of Company shareholders.
- CV's or Qualifications of team members.
- MBD forms 4 & 8 must be completed and signed.
(Appointed service providers will be required to submit 1st and 2nd drafts if necessary before printing the final draft).

NB! Exclusion of other items will cause a disqualification

- The municipality has the right to increase or decrease the scope of work according to the budget available.
- The municipality has the right not to appoint.

Evaluation Criteria

Price=80

HDI =8

Youth=3

Women=3

Disability=1

Location=5(WDM=5, Provincial=3, National =1)

Quotations must be marked "**Printing and Packaging**" and be deposited in the **Quotation box of WDM** Council Building, Harry Gwala Street, and Modimolle or be faxed to **0866214148** or emailed to **lkutumela@waterberg.gov.za**. The closing date for submission is the **17 June 2010 @ 15:00**

All queries regarding specification should be directed to Philemon Molebaloa @ 014718 3357.

NB. Only quotations deposited in the quotation box, through post or to the given fax number will be accepted

Failure to comply with these conditions may invalidate your offer. Any quotations received after the closing date & time will not be considered.

MINUTES OF SPECIFICATION COMMITTEE MEETING

DATE: 04 JUNE 2010

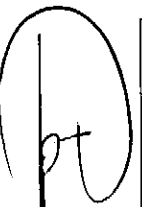
VENUE: WDM BTO SCM ROOM NO 4

TIME: 10:00

PROJECT: -PRINTING AND PACKAGING IDP DOCUMENTS.

ITEM	DISCUSSION
1. Opening & Welcome	Mr. G. Matlou (Chairperson) welcomed everyone present and emphasized that their input will be highly appreciated
2. Attendance Register and Apologies	The attendance register was circulated and the under mentioned members signed: (Find attached) P. Molebaloa (Project Manager) G. Matlou – SCM
3. Declaration of interest	No apologies were received
4. Item for Discussion	None
4.1 Printing and Packaging IDP Documents.	The IDP document is a public document and after adoption it is expected of the municipalities to print copies that will be distributed to the members of the public. Over the years the WDM had printed the copies of the summary of the IDP and the IDP document itself. The printing of the approved is very important because the term of the current council is ending in March 2011. The project is proposed to be less than R500000.00 therefore the 80/20 point system will be used Whereby = 20 Functionality 60 Price 20 HDI 1.FUNCTIONALITY (20) 1.1Total points for the Company experience on related project is 12 3 related projects you get maximum 15 points 2 related project 10points 1 related project 5 points 1.2Key Staff Qualifications (5) Computer literate, Project Management, Bachelor of Arts and Communications • 2 of the above 5 • 1 of the above 3 • 0 of the above 0
4.2 Evaluation Criteria	

	Preferential elements (20) HDI = 8 Youth = 3 Women = 3 Disabled = 1 Locality = 5 (District 5, Province 3, National 1) The estimate Budget for the project is R150 000 and it will be defrayed from vote no. CO012 , the available Budget as at 08 June 2010 is R366 822.50
5. Closure	The chairperson thanked all members for their contribution as this project is part of service delivery. The meeting ended at 11:00



 SCM Administrator

20/06/08

 Date



 Project Manager

08/06/2010

 Date

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers 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.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name:
- 3.2 Identity Number:
- 3.3 Company Registration Number:
- 3.4 Tax Reference Number:
- 3.5 VAT Registration Number:
- 3.6 Are you presently in the service of the state* YES / NO
- 3.6.1 If so, furnish particulars.
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.....

3.7 Have you been in the service of the state for the past twelve months? YES / NO

3.7.1 If so, furnish particulars.
.....
.....

* MSCM Regulations: "in the service of the state" means to be -

- (a) a member of -
- (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.9.1 If so, furnish particulars

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.....

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

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.....

3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

.....
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CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

.....
Date

Position

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	☐	☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	☐	☐
	(To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).		
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	☐	☐
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	☐	☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	☐	☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS
 DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
 ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
 PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

JS3675W