



Sarah Baartman

DISTRICT MUNICIPALITY
Province of the Eastern Cape

progress through development

REQUEST FOR QUOTATION FORM

To:	ALL PROSPECTIVE SERVICE PROVIDERS
Project Name:	DEVELOPMENT AND DESIGN OF THE SARAH BAARTMAN DISTRICT NEWS
Requestor	Sarah Baartman District Municipality
QUOTATION NO.	40/2020
NOTICE NO.	62/2020
Quotation to be Delivered by:	12h00; 02 November 2020

SPECIFICATION OF ORDER

BACKGROUND

This document outlines the specifications for the appointment of a service provider to develop and design the official external newsletter of the Sarah Baartman District Municipality, namely Sarah Baartman News, for a period of approximately 9 months ending 30 June 2021.

The first edition of this newsletter was published in July 2008. Since 2010, the Sarah Baartman District Municipality has successfully published 25 consecutive printed editions of the paper. Traditionally, the paper was published on 58 or 60gsm matt paper in tabloid format, ranging between 24 and 28 full colour pages per edition with English, Xhosa and Afrikaans content. It has been distributed quarterly throughout the Sarah Baartman District as well as sent to other stakeholders, municipal offices and government departments.

Due to the current Coronavirus pandemic and embracing the Fourth Industrial Revolution, Sarah Baartman District Municipality has decided to only produce the newsletter digitally for the 2020/21 financial year. Thereafter a review process will take place to decide whether to return to print or to continue with a digital newsletter.

Project management plan

Relevant service providers are to supply project management proposals, which should incorporate an overview of AT LEAST the following:

Content Development

- The content plan for each edition of the newsletter must be discussed and agreed upon by the SBDM Communications Officer and the Project Manager from the appointed service provider.
- Newsletter size will vary but must remain within the 10 – 14 page range per edition.

- Writing and editing of articles will be done by the service provider with a final sign-off on all articles/content by the SBDM Communications Officer.
- The Newsletter must be translated from English into Afrikaans and isiXhosa.
 - Therefore, there will be three versions of each edition.
- The district covers 7 local municipalities, the service provider should ensure that content from these municipalities are integrated into each edition.
- The service provider must ensure a good mix of graphics to ensure that the newspaper is interesting, innovative and captivates the audience.
- The newsletter should have content developed in such a way that it appeals to all socio-economical levels and age groups.
- Four editions of the newsletter must be produced during the contract period. See the schedule below:
 - First edition – should be complete and sent to the Communications Officer by no later than 30 November 2020.
 - Second edition - should be complete and sent to the Communications Officer by no later than 20 December 2020.
 - Third edition - should be complete and sent to the Communications Officer by no later than 19 March 2021.
 - Fourth edition - should be complete and sent to the Communications Officer by no later than 23 June 2020.

Design

- The newsletter must be published in PDF format and PNG. The SBDM Communications Officer will distribute the newsletter.
- The service provider must produce 2 x newsflash templates (one for internal use and one for stakeholders) as well as an internal newsletter template, for the SBDM Communications Officer to use, these templates must be in line with the municipality's corporate identity and must be able to be used in MS Publisher. These templates must be complete and sent to the Communications Officer within 3 weeks of the service provider being appointed
- All design work must adhere to the corporate identity of the municipality.
- All works produced remain the property of SBDM.

Target readership

- District Municipality officials and Councillors;
- Local Municipalities (councillor and employees at all levels);
- Residents and communities within the Sarah Baartman District (particularly those with access to the Internet and smartphones);
- Agricultural, tourism and business sector within the District; and
- Sector department officials.

Objectives of the publication

- To use the publication as a primary and direct method of communication with all stakeholders of the Sarah Baartman District.
- To educate our communities and keep them abreast of new developments.
- To use the platform to inform external stakeholders about projects, programmes and any other relevant activities taking place in the Sarah Baartman District – at district and local level – with a specific focus on showcasing positive news and developments that benefit communities at large;
- To facilitate a good understanding of the role and purpose of the Sarah Baartman District Municipality; and
- To positively influence and change the general negative perception of government.

Contract period

The contract period will run for a period of approximately 8 months ending 30 June 2021. The service provider must include and allow for an escalation in industry prices when calculating the cost of the work.

Pricing

In addition to what has already been mentioned, bidders should take the following into consideration when calculating the costs:

- Translations fees charged for Xhosa and Afrikaans versions.

Evaluation

The quotes will be evaluated on the 80/20 preferential point system as well as functionality.

Functionality

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBLE SCORE
Experience of company	20	Max 5	100
Experience of key personnel	15	Max 5	75
Location of company	15	Max 5	75
TOTAL	50		250 (MPS)

A) Experience of Company

The weight of the points awarded for the experience of the company shall be 20. Experience of the company relates to the bidder's experience in carrying out similar projects. Emphasis will be placed on projects of a similar nature that have clear reference or similar areas and conditions in relation to the scope of work. Bidders should demonstrate expertise in the following areas:

- Editing of newsletter/newspaper;
- Writing municipal articles for newsletter/newspaper;
- Writing community related articles for newsletter/newspaper;
- Knowledge of various types of issues that contribute to a newsworthy and interesting publication;
- Sub-editing;
- Layout and design of a newsletter/newspaper;
- Graphic design skills;
- Research and investigation of news;
- Knowledge of editorial policies and legalities; and
- Project management of newsletter/newspaper

A list of similar projects completed in the past 5 years must be attached. Bidders must submit a minimum of two (2) samples of similar work done. Only South African projects will be considered and traceable reference must be provided.

B) Experience of key personnel

The maximum points awarded for the experience of key personnel shall be 15. It is essential that the bidder indicates which suitably qualified personnel will be carrying out the project, should the bidder be successful.

C) Locality of Company

The maximum points awarded for the location of the company shall be 15. The locality of the company relates to the office that will be dealing directly with the Sarah Baartman District Municipality.

Important Note: Bidders who do not score a minimum of 70% on functionality will not be considered further in terms of the preference point system.

GENERAL

- All prices will be evaluated inclusive of VAT, except where a non-VAT vendor has submitted a responsive quote. In this case, all quote prices will be evaluated exclusive of VAT
- Bidders **must** quote on all items,
- The municipality reserves the right to accept full or part of the quote.
- Quotations to be valid for 60 days from the closing date.
- No late or incomplete quotation will be accepted for consideration.

The following documents need to be submitted by the bidder:

- Bidders quotation
- BBBEE Certificate or Sworn Affidavit

The Municipality reserves the right not to accept the lowest or any quotation, no reason for the acceptance or rejection of a quotation will be furnished.

Note: Failure to attach BBBEE Status Level Certificate will result in the preference points not being awarded.

Formal written price quotations should be submitted in a sealed envelope, clearly marked “**NOTICE NO: 62/2020 and QUOTE NO: 40/2020 (DEVELOPMENT AND DESIGN OF THE SARAH BAARTMAN DISTRICT NEWS)**” which must be placed in the quotation box, 4th floor, Standard Bank Building, Govan Mbeki Avenue, Port Elizabeth, **12h00; 01 November 2020.**

Quotes may also be submitted by means of an email: formalquote@sbdm.co.za before **12h00; 01 November 2020.**

For further enquiries related to the Request for Quotations, please contact **Ms. Natasha Peterson at (041) 508 7112 or npeterson@sbdm.co.za**

All suppliers are required to register on the Central Supplier Database (CSD), as well as submit a separate Declaration of Interest form (downloadable from the Cacadu Development Agency’s website; www.cacadudevelopment.co.za). Information on the CSD is available on the CSD website: www.csd.gov.za.

Should you have any enquiries please contact the **Supply Chain Management Unit; Mr. Delaino Domingo at (041) 508 7007 or ddomingo@sbdm.co.za**