25th June 2014

Contract No: PQ:7G-14873

Printing, Erection and Removal of Posters and Banners for
2014 Sustainable Living Exhibition

Quotations are hereby invited for the appointment of suitable and experienced service providers to print and remove posters and banners, flags and magnets for the Sustainable Living Exhibition to be held during 22 – 24 August 2014 at Hall 1 and 2, Durban Exhibition Centre.

A compulsory site briefing will take place at 2nd Floor, Rennie House, 41 Margaret Mncadi Avenue, on Friday, 4th July 2014 at 10h00.

For further details and to obtain the terms of reference please contact

Dorothy Lutchmiah at Dorothy.Lutchmiah@durban.gov.za or 031 311 4277 / 0732403600

[Signature]
Bongumusa Zondo
Senior Manager: Programmes
Long Term Development Planning
eThekwini Municipality

Date Signed
25/06/2014
Terms of Reference:
Printing, Erection and Removal of Posters and Banners for Sustainable Living Exhibition

1. Purpose
To identify and appoint a service provider who will print and remove posters and banners for the Sustainable Living Exhibition to be held during 22 – 24 August 2014 at Hall 1 and 2, Durban Exhibition Centre.

2. Background
Imagine Durban is a Council-led community driven initiative for integrated, long-term planning that was initiated in 2007 and has culminated in June 2010 with the public release of a long term plan for Durban. The Imagine Durban project was implemented by eThekwini Municipality in conjunction with Sustainable Cities International, an NGO from Vancouver, Canada, and a network of 45 cities in 14 countries established to share experiences in sustainability planning.

The Imagine Durban plan represents a vision for a better eThekwini Municipality that government, civil society organizations, faith based groups, tertiary institutions, business organizations and ordinary folk have identified through the Imagine Durban consultation process. Now that the plan has been developed phase two of the Imagine Durban project is to initiate action that helps us to achieve the dream of a better Durban. One of the major initiatives of the Imagine Durban project will be the hosting of a Sustainable Living Exhibition.

3. Scope of the Work
The eThekwini Municipality, through its Imagine Durban project, seeks to appoint a service provider to print, erect, and remove posters and banners for the Sustainable Living Exhibition. In particular the service provider would need to undertake the following tasks:

3.1 Printing, erection and removal of Street Pole Posters:

Specifications: 1500 x A1, full colour, printed on Correx board posters

Size: A1

3.1.1 Messages on A2 Correx Boards
Specifications: 200 each of messages supplied (3 messages in all)
Messages should be hung up in the sequence requested.

3.1.2 Printing, erection and removal of street posters – Sustainable Living Festival
Specifications: A1, full colour, 1000 x A1, printed on correx board

Size: A1

Timeframes: The above to be printed and erected by Friday, 1st August 2014
To be removed by Wednesday, 27th August 2014.

3.2 Bridge Banners:

Specifications:
1 x Tollgate banner: Size: 12m x 3m
1 x Moses Mabhida: Size: 32 x 2,2m
1 x Argyle Road: Size: 30m x 2,2m

Material: pvc
Full colour
With eyelets and string

3.3 Printing of Drop Down Banners

Specifications:
Size: 6m down x 1m across
Quantity: 15

Material: PVC

3.4 Banners for around ICC:

Specifications:
Quantity – 30
Size - 3m x 1.2m

Full colour

Material: PVC
5.5 Banner for DEC Fencing

Size: 3x 1.5m  
Full colour  
Wording – Sustainable Living Expo, 22-24 Aug, DEC, Free entry  
Quantity x 2

5.6 Banners for the festival

Size: 3 x 1.5m  
Full colour  
Wording: Sustainable Living Festival,  
Quantity x 3

Material: PVC

5.7 Outdoor flags

4 meter, full colour, rectangular  
Quantity: 20

All artwork, logos, wording and specifications will be supplied

4. Time Frame

Following the award of this contract the successful bidder must deliver the documents within 7 working days.

5. Submission of Quotations

- A COMPULSORY site briefing will take place on Friday, 4th July 2014 at 2nd Floor, Rennie House, 41 Margaret Mncadi Avenue, Durban at 10h00
- Closing date for submissions is 11:00pm on Friday, 11th July 2014.
- Quotations to be submitted to the Corporate Procurement Daily Quotation Box, Corporate Procurement Building, 166 Old fort Place, in a SEALED envelope by Emailed quotations will not be accepted.
- Submissions will only be accepted by service providers who have attended the site briefing

6. Requirements for Submission

(NB. There is no need to submit the following information if your company is on the eThekwini procurement Database)

In order to be considered for this task, the potential service provider should submit:

1. A brief proposal:
   a. Indicating the relevant experience in the design, build-up and breakdown of exhibition stands.
   b. The names and brief CVs of the team member/s that will be involved in implementing the project.
c. A budget for the project (including VAT)

2. The following supporting information and documents:
   a. The company registration number or full name and ID number of a natural person.
   b. The company VAT Number.
   c. The company TAX reference number.
   d. A valid Tax Clearance Certificate (original or certified copy).
   e. Statements proving water, electricity and rates accounts are up to date.
   f. A signed letter indicating the following with regards to the potential service provider:
      i. whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;
      ii. if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or
      iii. Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the previous twelve months.

7. Scorecard
   Please note that your proposal will be adjudicated using the following scorecard. Please ensure that you provide sufficient information in your proposal to allow for appropriate assessment against the score card
   80 Points: Price
   10 Points: HDI Team Members
   10 Points: HDI Ownership of Company

8. Disclaimer
   The eThekwini Municipality reserves the right not to appoint a service provider for this job.

9. Enquiries
   For any enquiries please contact Dorothy Lutchmiah on 031 311 4277 / 073 240 3600 or on Dorothy.Lutchmiah@durban.gov.za