



**EXPRESSION OF INTEREST (EOI)**  
**FIRST STAGE**

**PROCUREMENT OF PRINTING SERVICES FOR A  
PERIOD OF THREE (3) YEARS.**

**TENDER NO: AW2019/20-04**

ISSUED AND PREPARED BY: C. BHANA  
AMATOLA WATER  
PRIVATE BAG X3  
VINCENT  
5217

Tel: +27 43 707 3700  
Fax: +27 43 707 3770

**FIRST STAGE COMPULSORY BRIEFING DATE AND TIME:  
15<sup>TH</sup> NOVEMBER 2019 AT 13h00**

**FIRST STAGE CLOSING DATE AND TIME:  
25<sup>TH</sup> NOVEMBER 2019 AT 11h00**

<b>BIDDER TO COMPLETE</b>	
<b>NAME</b> of Company/Close Corporation or Partnership/Consortium/Joint Venture or Sole Proprietor/Individual	
<b>TRADING AS</b> (if different from above)	
<b>CSD REGISTRATION NUMBER</b>	

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# AMATOLA WATER EXPRESSION OF INTEREST TENDER NO: AW2019/20-04

## INVITATION AND SCOPE OF WORK

Suitably experienced and qualified professional service providers are requested to respond to the following Expression of Interest:

### PROCUREMENT OF PRINTING SERVICES FOR THE PERIOD OF THREE(3)YEARS

#### BID CONDITIONS:

- The PPPFA and other relevant procurement legislation applicable to a 3B entity will apply.
- The 80/20 point scoring system will be utilised in terms of the PPPFA regulations
- Tenders which are late, incomplete, unsigned will not be accepted.
- Amatola Water does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or portion of the tender.

## TWO STAGE BIDDING PROCESS

### FIRST STAGE

In the first stage bidders are required to complete an Expression of Interest Application Form which can be downloaded from the Amatola Website @ [www.amatolawater.co.za](http://www.amatolawater.co.za) – go to the tender's page

#### CLARIFICATION MEETING

Compulsory clarification meeting will be held on the **15<sup>th</sup> November 2019** @ Nahoon Dam Boathouse, Nahoon Dam @ **13h00**.

The first stage will comprise the technical submission and will determine if bidders comply with the requirements of the bid. This will include presentations by Service Providers as well the Site visits by Amatola Water Board Officials. The requirements of the bid and the full bid invitation can be viewed/ downloaded from the Amatola Water website @ [www.amatolawater.co.za](http://www.amatolawater.co.za)

### SECOND STAGE

Only bidders who have scored the minimum functionality score and met the conditions/ criteria/ requirements of the bid as set out in the first stage will be considered in the second stage. The second stage will entail the Financial Proposal and submission of the Full Bid Document.

## **TENDER ENQUIRIES**

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Mr S Biyela, Fax: (043) 707 3770, E-mail: [sbiyela@amatolawater.co.za](mailto:sbiyela@amatolawater.co.za)

## **SUBMISSION OF COMPLETED EXPRESSION OF INTEREST APPLICATION FORMS**

### **SUBMISSION OF EXPRESSION OF INTERESTS**

The original completed Expression of Interest and all supporting documents, must be submitted in a sealed envelope or parcel endorsed/marked with the Bid Number and Bid Description as detailed above. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of Amatola House, 6 Lancaster Rd, Vincent, East London prior to the closing date and time stipulated above. Bidders will be required to sign a receipt of submission at the Amatola Water reception desk prior to depositing their submission in the tender box. There will be no opening of Expressions of Interest.

Mrs V Zitumane  
Chief Executive

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## **SPECIFICATION**

### **PROCUREMENT OF PRINTING SERVICES FOR THE PERIOD OF THREE (3) YEARS TERMS OF REFERENCE**

#### **PURPOSE**

The purpose of this Bid is to invite proposals for the procurement of Printing services for a period of 36 months for Amatola Water.

#### **SCOPE OF WORK**

##### **1. Foreword**

The scope is to standardise the needs assessment for printing services and the standardised design to enhance Amatola Water brand.

##### **2. Keywords**

Graphic Design; Corporate Image; Brand; Corporate colours; Documents; Signage;

##### **3. Scope**

This applies to both onsite as well as during off-site processes within Amatola Water Board, operational areas.

#### **4. Purpose**

##### **The purpose of this standard is:**

- To comply with the **Corporate brand of Amatola Water.**
- To set a standard on Corporate image and standardise our colours.
- To ensure uniformity in Amatola Water brand.
- To create a sense of group identity and group cohesion within **Amatola Water Board sites**

#### **5. Applicability**

Compliance with this standard is mandatory for all within **Amatola Water Board sites**

#### **6. DEFINITIONS**

**Corporate image:** Mental picture that springs up at the mention of the company's name.

**Graphic Design:** Anything a creation of visual concepts, using computer software to communicate ideas that inspire, inform and captivate consumers.

**Corporate Branding:** An act of using the brand name of the company in the overall advertising efforts and all the communication to the stakeholders.

**Corpor/electrioni:** A colour scheme that the organisation adopts as a key visual element of its corporate identity.

**Signage:** An image that directs people or inform people about the particular details.

**Risk:** The probability that injury or damage will occur.

**Risk assessment:** An assessment of the probability that injury or damage will occur.

**Task:** A single execution of a certain activity.

#### **7. PRINTING SERVICES NEEDS:**

1. Design and Layout
2. Sourcing of design pictures/photographs
3. Design/ hour
4. Operational Plan
5. Annual Report
6. Business Plan
7. Flyer for insertion in Local Newspaper
8. Newsletter
9. Invitations, envelopes and labels
10. Name tags with magnetic
11. Bookmarks
12. Christmas cards print /electronic
13. Brochures 297 mm X 103 mm folded into 75mm X 103 mm
14. Envelopes C4
15. Envelopes A4
16. Business Cards
17. Note pads A5
18. DL Flyers
19. Z fold brochures
20. A5 flyers
21. Paper bags
22. Complimentary slips

23. Letterheads printed and digital A4 sheets
24. Teardrops
25. Retractable banners
26. Gazebo
27. Wall banner
28. A frame
29. Wall banner
30. Calendars
31. Pyramid Desk
32. Diaries A4
33. Genuine Leather Filofax
34. Pens
35. Bottles
36. Memory Sticks
37. Tax Invoice paper
38. Statement
39. Credit Note Paper
40. Z20 folder
41. Requisition books
42. Recreation Area Entry permit books
43. Nahoon Entry permit books
44. Log book
45. Trip authorization Books
46. Operating log books
47. Permit to works
48. Registers
49. Tender documents

### **SPECIAL REQUIREMENTS**

1. Site visits will be conducted as part of Stage one.
2. Minimum of 3 Graphic Designers is required for this contract and each Graphic Designer must have at least 3 years' experience. Provide CVs of the above mentioned Key Staff, CVs must demonstrate the above minimum qualifying experience.
3. Form B must be completed in full, it is a mandatory returnable as well.

**APPLICATION FORM FOR PROSPECTIVE SERVICE PROVIDERS FOR THE PROCUREMENT  
OF PRINTING SERVICES FOR A PERIOD OF THREE (3) YEARS**

**Please note:**

**All sections of the application form must be completed in full and submitted with supporting information. (Failure to do so will result in your submission being rejected).**

The application form is to be completed by the duly authorised official of the firm and the authority to sign must be attached.

Completed documentation must be e-mailed as described in the Bid Invitation/ Expression of Interest.

The firm below hereby expresses interest of the advertised bid.

**PARTICULARS OF FIRM**

1. **Name of Firm** \_\_\_\_\_

2. **Name of Managing Principal** \_\_\_\_\_

3. **Type of firm (tick relevant box)**

- Partnership
- One person business/sole proprietor
- Close corporation
- Company
- [Pty] Limited
- Consortium
- Other (specify)

**CONTACT DETAILS**

1. **Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Cell No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

2. **Postal Address:** \_\_\_\_\_  
\_\_\_\_\_

Postal Code:

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**3.** Physical Address:

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Postal Code:

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**4.** Eastern Cape Offices:

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**5.** National Offices:

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**RESOLUTION TO SIGN**

Signatory for companies shall confirm their authority thereto by attaching a duly signed and dated copy of the relevant resolution of the boards of directors to this form.

An example is given below:

By resolution of the board of directors passed at a meeting held on .....

Mr/Mrs..... , whose signature appears below, has been duly authorised

to sign all documents in connection with the Bid for Contract No. .... and any Contract that may arise there from on behalf of (name of Bidder in block capitals) ....

.....

**SIGNED ON BEHALF OF THE COMPANY:** .....

**IN HIS/HER CAPACITY AS:**.....

**DATE:** .....

**SIGNATURE OF SIGNATORY:**.....

**WITNESSES:** 1. ....

2. ....

**FORM B: SCHEDULE OF PREVIOUS RELATED CONTRACTS SATISFACTORILY CARRIED OUT BY THE TENDERER**

Suppliers should very briefly describe their experience in this regard by completing the schedule below by providing details of at **least three comparable contracts** within the last 5 years relating to the Procurement of Printing Services for the Period of 36 Months as set out below:

- All the required information requested below should be provided and a **general listing of contracts completed will not suffice.**

Comparable supply contracts of the entity within the last 5 years	Short Description	Contract Value (incl. VAT)	Dates (Commencement; Completion)	Client and contactable reference (include phone no.)

**SIGNED ON BEHALF OF TENDERER:** .....

