

Bela-Bela Local Municipality

Chris Hani Drive, Bela-Bela, Limpopo. Private Bag X1609

Bela-Bela 04810

Tel: 014 736 8002 Fax: 014 736 8068

Website: www.belabela.gov.za

Budget and Treasury Office

REQUEST FOR QUOTATION: MUNICIPAL TOURISM BOOKLETS AND PROMOTIONAL VIDEO

ITEM	Quantity	Description
01	500	Hard copies of Municipal Tourism Booklets (brouchers)
02	1 500	Digital version (USB's) of Municipal Tourism Booklets including tourism promotional video

NB: Complete specification and term of reference are obtainable on the Municipal website and records office.

The quotation must be delivered no later than 12h00 on the 28th of October 2022 to Records Office, 58 Chris Hani Drive; Bela Bela: Tel 014 736 8000.

The following conditions will apply:

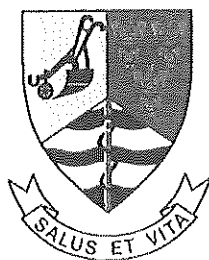
- Price(s) quoted must be valid for at least thirty (30) days from date of offer
- The quotation will be evaluated in terms of the 80/20 preferences system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000)
- The successful bidder will be the one with high scoring points
- Bidders are required to complete MBD 4, 8 and 9 forms, obtainable from SCM office
- Copies of Company Registration
- Copy of CSD summary report
- Valid Tax clearance verification pin
- Certified Copy of B-BBEE certificate or sworn affidavit
- Last month (September 2022) Municipal rates and taxes account not in arrears for more than three months (account in arrears for more than 90 days will be disqualified, the statement should be in the name of the company or director)
- If the proof of account submitted is not in the name of the company or director, written affidavit indicating how the proof submitted relates to the said company or director.

Mr. TG RAMAGAGA
MUNICIPAL MANAGER

BELA-BELA MUNICIPALITY
BUDGET & TREASURY
SUPPLY CHAIN OFFICE

19-10-2022

PRIVATE BAG X1609
BELA-BELA 0480



SPECIFICATIONS FOR BELA BELA LOCAL MUNICIPALITY'S TOURISM BOOKLET/BROCHURE AND DIGITAL VERSION IN A PORTABLE STORAGE DEVICE (USB)

1. SCOPE OF SERVICES

Updating, Photograph, Editorial, Design, Editing, Printing and Delivery of branded Bela Bela Local Municipality Tourism Booklet and a Promotional Video.

- 500 copies full colour high gloss of Bela Bela Local Municipality marketing brochure
- 1500 digital version of the booklet in a portable storage drive (USB)
- Taking new photographic content – pictures to be saved on an external hard-drive and will belong to Bela Bela Local Municipality.
- Writing of new editorial content including the foreword by the Mayor
- Conversion of brochure into turning pages for uploading on the local website
- Master copy with all the copyrights
- Digital copy must also include a promotional video that will promote Bela Bela tourism product offerings and a video must also be a tool for Investment promotion within Bela Bela Local Municipality.
- Provide establishments listed in the booklet to write short stories about their offerings (not all of them only those who are willing to provide us with short stories about the offerings)

Terms of reference

Size & format:

- A booklet format of A5 length and Landscape format
- 50 pages,
- Saddle stitched

- 128gsm coated gloss paper pages and 200gsm covers with varnish

Contents format

- Cover page: pictures, Destination Bela Bela & the Municipal logo
- Inside cover page: Travelling to Bela Bela Information
- Page 1: Mayor's foreword & Welcome to Bela Bela messages
- Page 2 & 3: The story of Bela Bela and how to get here

Locality information and all iconic attractions

- Page 4 -11: Get back to nature and sense of adventure
- Page 12 – 17: A Sporting chance and trail of discovery
- Page 18 - 23: Relaxation and Leisure
- Page 24 – 30: Cultural Experience and Township Tourism Offerings
- Page 31– 33: Bela Bela Map
- Page 34 – 39: Tourism Safety Tips and Emergency Contacts

Bela Bela Iconic & Important attractions

- Page 40– 44: Activities & Experiences
- Page 45 - 50: Accommodation Listing to be classified as per nature of establishment, E.G. Guest houses, lodges, B&B's, hotels, etc. the name, number, email, GPS coordinates, etc
- Back inside cover page: events calendar
- Back cover: logo & contact details of BBLM
- Branded portable storage drive

Page content and numbering may not be limited to the above terms.

Design, artwork, editorial and all other aspects of the book are to be approved by BBLM Project Manager prior to printing of the final document.

Important: All copyrights shall belong to Bela Bela Local Municipality

SERVICE PROVIDER WILL BE EXPECTED TO SUBMIT HARD COPY AND SOFT COPY SAMPLES FOR FINAL APPROVAL PRIOR TO PRINTING AND SUPPLYING THE REST OF THE BROCHURES

2. Deliverables

- a) 500 hard copies of A5 BBLM Tourism Booklet
- b) 1500 Soft Copies of Bela Bela Tourism Booklet in a portable storage device (USB) and a digital promotional video which must also include Mimi GIFs for Bela Bela Local Municipality website purposes (the video must be in such a way that it can be utilized as a promotional and investment tool for the Municipality)

Phase	Activity	Deliverable	Time frame
1	updating	Data to be used for the booklet	5 working days
	Photography	Captured tourism attraction, establishments, icons and other relevant pictures on a disk (to be used in the booklet and exercises by BBLM)	3 working days
	Editorial	Content	2 working days
2	Design	The layout of the booklet	1 working day
	Editing	Spelling, grammar and numbering checks	2 working days
	First draft	Soft and hard copy booklet for approval prior to printing	Working day 14
	Printing	The actual printing of the booklets and separate A5 Maps	Working day 17
	Delivery of 500 booklets and 1500 digital version in a portable storage drive and picture disks	- 500 hard copy booklet and 1500 Digital version of a booklet and a	Working day 20

		promotional video in a portable storage drive (USB).	
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