

BID SPECIFICATION DOCUMENT FOR STATIONERY AND PRINTING SERVICES

The South African Institute for Drug-Free Sport (SAIDS) is a Schedule 3A Public Entity of the Public Finance Management Act (PFMA).

SAIDS invites suitably qualified and experienced companies to submit proposals to render outsourced Stationery and Printing Services to the entity for a period of 3 years.

The successful bidder will be required to comply with the standards and guidelines as set out by the Public Finance Management Act (PFMA) and Treasury Regulations.

The tender should be a detailed cost estimation for the requested services as listed below:

1. Graphic design, layout and creation of:
 - a. Educational materials: leaflets, posters, training manuals;
 - b. SAIDS publications: Annual Report, Strategic Plan, Annual Performance Plan but not limited to;
2. All created content will be submitted in electronic read friendly and downloadable version for each of the materials (for website, social media and electronic distribution; it is not simply the provision of the print-ready files in pdf format);
3. A detailed quotation for each item in terms of the type of printing, paper type, finishing etc. Suppliers are encouraged to suggest and provide alternatives on paper types/sizing/binding/finish/discounts based on larger numbers etc;
4. The following details/information must be reflected on all material:
 - a. The SAIDS logo, "I PLAY FAIR" and National Lotteries Commissions (when instructed to)
 - b. Our website: www.drugfreesport.org.za (and QR code),
 - c. Email address: info@saisd.org.za,
 - d. Telephone number: (021) 686 1634,
 - e. Social media handles: twitter/Facebook/Instagram: drugfreesportZA
5. All items quoted should include a design fee, specialised projects are to include the rate per hour;
 - a. Indicate your typical lead times to fulfil orders.
 - b. Indicate your ability for the provision of samples ahead of final orders and the cost implication, if any;
 - c. Indicate if you charge separately for delivery and the cost thereof.
6. All bidders are required to comply with the Treasury Regulations and submit along with the detailed estimation the following supporting SCM documentation:
 - a. Proof of registration with the central supplier database (CSD) <https://secure.csd.gov.za/>
 - b. Tax Compliance Status pin

SAIDS BOARD MEMBERS: Dr. E NEMATSWERANI (CHAIRPERSON), Dr. H ADAMS, Ms. D JAMES, Ms. N MAHARAJ, Ms. K MAHLUNGU, Dr. S MANJRA, Dr. H MASHEGO, Ms. M MCKENZIE, Dr. M MUDAU, Dr. S ZULU, Mr. K GALANT (CEO)



- c. Complete Bidders Disclosure (SBD4)
 - d. Valid B-BBEE Certificate to support the requirements of the specific goals listed below.
7. All quoted prices are to be inclusive of VAT.
 8. Due date for submission of the detailed estimation and samples is 30th April 2024.
 9. The bids will be evaluated using the 80/20 preference points system, where up to 80 points will be allocated for the price and 20 points for specific goals.

The points for price will be calculated out of 80 using the formula as per section 4 of the Preferential Procurement Regulations, 2022. Our specific goal for this bid is to make use of a service provider who has at least a level 4 contribution for B-BBEE. Points will be allocated as follows for B-BBEE contribution:

- a. 20 points: persons with disability, 51% black majority ownership, majority female ownership
 - b. 15 points: 51% black majority ownership, majority female ownership
 - c. 10 points: 51% black majority ownership
 - d. 5 points: below 51% black ownership
 - e. All other contribution levels will receive 0 points.
 - f. Non-compliant contributors will **NOT** be considered.
10. Interested bidders may collect samples of current paraphernalia and paperwork from our offices in Newlands, Cape Town with prior arrangement and are required to complete **notice of receipt** upon collection thereof.
 11. The aim is not only to place a large order upon acceptance of the successful quotation/bid, but also to secure a three (3) year contract (service level agreement) with the supplier so we can replenish easily going forward; this contract is to commence as of 01 June 2024 and will be terminated on the 31 May 2027.
 12. Bidders are expected to indicate their budgeted hours and quote a fixed price per annum for the 3 years, as well as their charge-out rates for any ad-hoc work.

The list of materials is provided in the addendums below. Kindly furnish us with the minimum stock order quantity and estimated turnaround time from date of approved order.

NOTE: All materials – are both in print and electronic downloadable versions of Education materials

ADDENDUM A – LIST OF MATERIALS

Leaflets		Quantity 1 Bi-Annual order	Quantity 2 Once off annual bulk order
Supplements use under spotlight, English and Zulu version	Redesign Full colour layout, artwork application for electronic distribution in e-reader format A5		
“At a glance” series	Redesign Full colour layout, artwork application for electronic distribution in e-reader format A5		
Anti-Doping	A5, leaflet 8PP (x2) Printed 4 Process colours both sides on Galerie (Silk), 130g/m ² Fold, gather, saddle stitched x2 wires and trim flush. Electronic and hard copy file available as sample	100	200
Therapeutic Use Exemptions	A5, leaflet 8PP (x2) Printed 4 Process colours both sides on Galerie (Silk), 130g/m ² Fold, gather, saddle stitched x2 wires and trim flush. Electronic and hard copy file available as sample	100	200
Athletes’ whereabouts	A5, leaflet 8PP (x2) Printed 4 Process colours both sides on Galerie (Silk), 130g/m ² Fold, gather, saddle stitched x2 wires and trim flush. Electronic and hard copy file available as sample	100	200
Clean School Sport programme and services	Redesign Full colour layout, artwork application for electronic distribution in e-reader format A5		
Marijuana & CBD Oils	Redesign Full colour layout, artwork application for electronic distribution in e-reader format A5		

Samples of all leaflets and publications are downloadable from our website: <https://drugfreesport.org.za/education-material/>

ADDENDUM B – LIST OF MATERIALS

Posters		Quantity 1 Bi-Annual order	Quantity 2 Once off annual bulk order
Anti-doping info graphic	Size: Quote for A0, A1, A2 Durable paper/quote (1) with and (2) without lamination <ul style="list-style-type: none"> - 4 variations in design - “Doping ends dreams/ careers/ ruins your future”. - Health effects of doping - Supplements info graphic 		
Annual Report Covers on block mount canvas for the Boardroom (and other)	Print artwork to A2 size on art canvas. Finishing Trimmed to size and stretch over supplied frames.	1	5

Samples of all leaflets and publications are downloadable from our website: <https://drugfreesport.org.za/education-material/>

ADDENDUM C – LIST OF MATERIALS

Booklets:		Quantity 1	Quantity 2
Anti-Doping athlete handbooks	<ol style="list-style-type: none"> 1. A4 handbook, full colour 2. Design, graphics, layout. 3. For printing, digital application 4. Average of 30 pages/book 	Bi-Annual order	Once off annual bulk order
Parent’s Guide to Clean Sport	<ol style="list-style-type: none"> 1. Size A5 x 4 pages (i.e., 1 x A4 back-to-back folded to A5) 		
Performance Nutrition booklet /Supplements Booklet	<ol style="list-style-type: none"> 1. Size A5 x 1 page (back-to-back) 		
Training Manuals: a) Educators’ manual b) Tribunal Seminar training manual	Design front and back cover, ring/spiral bound. A4 Full colour book, 30 pages (±) Cover – 240 gsm Matte w/Matte Lamination Body – 128 gsm Matte		
Medication Checklist App (mobile compatible)	Digital design and application software		

Samples of all leaflets and publications are downloadable from our website: <https://drugfreesport.org.za/education-material/>

ADDENDUM D – LIST OF MATERIALS

SAIDS Documents		Quantity
SAIDS Annual Report	<p>Full graphic design, layout and printing New theme each year (60 hours) www.drugfreesport.org.za/about-us/ A4 Full colour book, 100 pages (±) Laminated front and back cover, impact bound or softcover, glue-type or staple binding. Cover – 240 gsm Matte w/Matte Lamination Body – 128 gsm Matte</p> <p>Annual report must also be provided in e-reader pdf format e.g., anyflipfile.</p>	<p>50 x Full Colour copies: 40 personalised – Name and Institution 10 non personalised</p> <p>85 x Black and White copies</p>
SAIDS Annual Performance Plan	<p>Design front and back cover, ring/spiral bound. A4 Full colour book, 30 pages (±) Cover – 240 gsm Matte w/Matte Lamination Body – 128 gsm Matte</p>	-85 x Full Colour copies
SAIDS Strategic Plan	<p>Design front and back cover, ring/spiral bound. A4 Full colour book, 30 pages (±) Cover – 240 gsm Matte w/Matte Lamination Body – 128 gsm Matte</p>	-85 Full Colour Copies
Miscellaneous:	<p>Clips onto a lanyard Full colour, printed back-to-back (name on the front and agenda on the back)</p> <p>Provide quotes for 2 size pouches.</p> <ul style="list-style-type: none"> - 10x10cm (width x length) - 10x15cm 	<p>-50 name tags and pouches</p> <p>-100 name tags and pouches</p>
	OR provide an alternative e.g., conference name tags (printed back-to-back) and laminated firm/thick to enable clipping onto lanyard	

ADDENDUM E – LIST OF MATERIALS

Forms:		Quantity	
Doping Control Forms	<p>SETS IN 6 PARTS (NUMBERED) 297 X 210MM Original Copy: Printed Black Ink (Plate A) front and Black(R) back on Giroform CB (GP), 60gsm, White Copy 1: Printed Blue Ink (Plate A) front and Black(R) back on Giroform CFB (GP), 60gsm, White Copy 2: Printed Green Ink (Plate A) front and Black(R) back on Giroform CFB (GP), 60gsm, White Copy 3: Printed Yellow Ink (Plate B), Black(C) front and Black(R) back on Giroform CFB (GP), 60gsm, White Copy 4: Printed Pink Ink (Plate B), Black(C) front and Black(R) back on Giroform CFB (GP), 60gsm, White Copy 5: Printed Red Ink (Plate D), Desensitizing (E) front and Black(R) back on Giroform CF (GP), 60gsm, White Finishing Trimmed to size Wrapped in bundles of 100 Note TRIMMED TO SIZE, COLLATED AND PERFORATED IN ONE POSITION FAN APART GLUED INTO SETS</p>	2500	5000
Schools Doping Control Forms	<p>SETS IN 6 PARTS (NUMBERED) 297 X 210MM Original Copy: Printed Black Ink (Plate A) front and Black(R) back on Giroform CB (GP), 60gsm, White Copy 1: Printed Blue Ink (Plate A) front and Black(R) back on Giroform CFB (GP), 60gsm, White Copy 2: Printed Green Ink (Plate A) front and Black(R) back on Giroform CFB (GP), 60gsm, White Copy 3: Printed Yellow Ink (Plate B), Black(C) front and Black(R) back on Giroform CFB (GP), 60gsm, White Finishing Trimmed to size Wrapped in bundles of 100 Note TRIMMED TO SIZE, COLLATED AND PERFORATED IN ONE POSITION FAN APART GLUED INTO SETS</p>	2000	4000

ADDENDUM E – LIST OF MATERIALS (continued)

Forms:		Quantity	
Blood Chain of Custody Forms	<p>SETS IN TRIPLICATE NOT NUMBERED 297 x 210MM Printing & Paper Original Copy: Printed Black Ink (Plate A) front only on Giroform CB (GP), 60gsm, White Copy 1: Printed Yellow Ink (Plate A) front only on Giroform CFB (GP), 60gsm, White Copy 2: Printed Green Ink (Plate A) front only on Giroform CF (GP), 60gsm, White Finishing Trimmed to size Despatch Wrapped in bundles of 100 and deliver to one address in Cape Town Note TRIMMED TO SIZE, COLLATED AND PERFORATED IN ONE POSITION FAN APART GLUED INTO SETS</p>	2000	4000
Blood ABP Forms	<p>ATHLETE BIOLOGICAL PASSPORT SUPPLEMENTARY FORM SPECIFICATIONS SETS IN TRIPLICATE NUMBERED: Printing & Paper Original Copy: Printed Black Ink (Plate A) front only on Giroform CB (GP), 60gsm, White Copy 1: Printed Blue Ink (Plate A) front only on Giroform CFB (GP), 60gsm, White Copy 2: Printed Green Ink (Plate A) front only on Giroform CF (GP), 60gsm, White Finishing Trimmed to size Wrapped in bundles of 100 Note TRIMMED TO SIZE, COLLATED AND PERFORATED IN ONE POSITION FAN APART GLUED INTO SETS</p>	2000	4000

ADDENDUM E – LIST OF MATERIALS (continued)

Forms:		Quantity	
Athletes Supplementary Forms	<p>SUPPLEMENTARY REPORT FORM SETS IN TRIPLICATE NOT NUMBERED 297 x 210MM Printing & Paper Original Copy: Printed Black Ink (Plate A) front only on Giroform CB (GP), 60gsm, White Copy 1: Printed Green Ink (Plate A) front only on Giroform CFB (GP), 60gsm, White Copy 2: Printed Black (Plate B) Yellow Ink (Plate C) front only on Giroform CF (GP), 60gsm, White Finishing Trimmed to size Despatch Wrapped in bundles of 100 and deliver to one address in Cape Town Note TRIMMED TO SIZE, COLLATED AND PERFORATED IN ONE POSITION FAN APART GLUED INTO SETS</p>	2000	4000
Selection Cards	<p>Front - Numbered 1 – 23 – Middle center.</p> <ul style="list-style-type: none"> • SAIDS Logo on the top right • I Playfair text on top left <p>Back – Athlete details (Black text) (1-23 x 1-23 is one set) Size 55 X 85mm</p>	100	200
Athletes Rights and Responsibility Cards	<p>Size 60 X 85mm</p> <p>Front -</p> <ul style="list-style-type: none"> • SAIDS Logo on the top left • I Playfair text on top right <p>Back –</p> <ul style="list-style-type: none"> • Text on back view -Black and Red Text 	1000	10 000