

SCOPE OF WORK: PROVISION OF PRINTED COMMUNICATION COLLATERAL FOR TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

1. PURPOSE

- 1.1 The purpose of this RFQ is to invite interested and qualified bidders to submit quotations for printing and delivery of communication collateral for Transnet National Port Authority nation-wide.
- 1.2 The service will be required for a period of twenty-four (24) months.
- 1.3 Interested and qualified bidders will be required to arrange for printed communication collateral to be couriered to TNPA's various sites as and when required.

2. DESCRIPTION OF THE SERVICES REQUIRED

- 2.1 Provide the full printing services for TNPA Strategy booklets, leaflets and magazines.

Description	Quantity per request for 24 months	Frequency	No of pages required	Size
Strategy Booklets	6000	Bi - annually	250 pages	A4
Leaflets	10 000	Bi - annually	1 page (back-to-back)	A4
Magazine	24 000	Quarterly (3000 each Quarter)	20 pages	Width 24cm Length 24cm

- 2.2 Delivery of TNPA Magazines, Strategy booklets and leaflets to eight (8) Commercial Ports of South Africa in Saldanha Bay, Cape Town, Mossel Bay, Gqeberha, Ngqura, East London, Durban and Richards Bay.
- 2.3 Printing in full colour, high quality paper (130 gsm matt art on 170 gsm).

- 2.4 Collateral to comply to the Transnet Corporate Identity manual.
- 2.5 Supplier to be available for the full period of service (i.e., twelve months), including weekdays and weekends as and when required.
- 2.6 Courier and delivery to be included in the quote.



3. FREQUENCY\REQUIREMENTS

- 3.1 The service will be required for a period of twenty-four (24) months.

4. TNPA SITES

- 4.1 The communication collateral will be required to be delivered to the sites below.
- 4.2 The quantity of the printing requirement will vary according to the specific need at a time based on the actual number of employees.

	Site	Delivery address	Estimated Quantity for each printing requirement
1.	Head office & Port of Ngqura	eMendi Admin Building 2 Neptune Road Port of Ngqura Gqeberha 6100	300 250
2.	Port of Saldanha	Bayvue Centre Marine Drive Saldanha 7395	200
3.	Port of Cape Town	TNPA House South Arm Road Port of Cape Town 8001	300

	Site	Delivery address	Estimated Quantity for each printing requirement
4.	Port of Mossel Bay	Civil Workshop 55 Bland Street Mossel Bay 6506	150
5.	Port of Port Elizabeth	Administration Building 112 Green Street Gqeberha 6001	300
6.	Port of East London	Port Admin Hely Hutchinson Road East London 5201	250
7.	Port of Durban	Ocean Terminal Building Quayside Road Port of Durban 4001	750
8.	Port of Richards Bay	Bayvue Building Port of Richards Bay 3900	400
9.	Lighthouse and Navigational Systems	Green Point Lighthouse 100 Beach Road Mouille Point Cape Town 8005	100

5. TECHNICAL EVALUATION CRITERIA

Bidders are required to achieve a minimum threshold of 67.67 points out of 100 points to proceed to the next stage (Price and B-BBEE). Refer to the Technical Evaluation Criteria below.

Evaluation Criteria	Measure	Weight
1. Company Profile		10
The bidder must provide a company profile indicating the experience in printing booklets/leaflets/magazines.	<ul style="list-style-type: none"> 0 = No Response 1 = Company Profile indicating less than five (5) years' experience in printing booklets/leaflets/magazines 2 = Company Profile indicating five (5) – eight (8) years' experience in printing booklets/leaflets/magazines 3 = Company Profile indicating nine (9) years and above experience in printing booklets/leaflets/magazines 	
2. Portfolio of evidence		30
<p>Bidder to submit a minimum of three (3) portfolio of evidence/examples of previously produced booklets/leaflets/magazines/ Newsletters.</p> <p>NB: The previously produced booklets/leaflets/magazines must be submitted in electronic format.</p>	<ul style="list-style-type: none"> 0 = No Response or Poor-Quality evidence/samples submitted 1 = One (1) – two (2) Portfolio of Evidence/ /examples of previously produced booklets/leaflets/magazines/ Newsletters were submitted 2 = Three (3) – four (4) Portfolio of Evidence/ /examples of previously produced booklets/leaflets/magazines/ Newsletters were submitted 3 = Five (5) and above Portfolio of Evidence/ /examples of previously produced booklets/leaflets/magazines/ Newsletters were submitted 	
3. Reference Letters		30
The bidder must provide a minimum of three (3) reference letters not older than five (5) years where printing of	<ul style="list-style-type: none"> 0 = No Response, or reference letters not addressing all requirements listed 	

Evaluation Criteria	Measure	Weight
<p>booklets/leaflets/magazines/newsletters was done for corporate clients. The letter must indicate:</p> <ul style="list-style-type: none"> • Company/Client Name • Duration (Contract Start and End Date) • Brief description of works done • Printing Quantities <p>NB: The reference letters must be on a company letterhead or bear a company stamp</p>	<ul style="list-style-type: none"> • 1 = One (1) reference letter not older than five (5) years were printing of booklets/leaflets/magazines/newsletters was done for corporate clients addressing all four requirements • 2 = Two (2) reference letters not older than five (5) years were printing of booklets/leaflets/magazines/newsletters was done for corporate clients addressing all four requirements • 3 = Three (3) or more reference letters not older than five (5) years were printing of booklets/leaflets/magazines/newsletters was done for corporate clients addressing all four requirements 	
4. Delivery Method & Turnaround Time		30
<p>The bidder has demonstrated the proposed delivery method that will be utilized to deliver booklets/leaflets/magazines/newsletters across the following locations:</p> <p>1) KwaZulu Natal (Durban & Richards Bay)</p> <p>2) Western Cape (Cape Town, Saldahna, Mossel Bay)</p> <p>3) Eastern Cape (Gqeberha, East London)</p> <p>Within the following turnaround time:</p> <p>1) Overnight (1 day) from completion of printing</p> <p>2) Three (3) to five (5) days from completion of printing</p> <p>3) Seven (7) days from completion of printing</p>	<ul style="list-style-type: none"> • 0 = No Response, or no proposed delivery method for all three provinces • 1 = The bidder has proposed a delivery method for all three (3) provinces for the booklets/leaflets/magazines/newsletters to be delivered within seven (7) days from completion of printing • 2 = The bidder has proposed a delivery method for all three (3) provinces for the booklets/leaflets/magazines/newsletters within three (3) to five (5) days from completion of printing • 3 = The bidder has proposed a delivery method for all three (3) provinces for the booklets/leaflets/magazines/ Newsletters within one (1) day (overnight) completion of printing 	