

## Annexure E: Scope of work

The work entails – 5 Year Strategic Plans

Strategic Plans: proof reading, design, layout and printing (including covers) with author's corrections. –

- a) Page Numbers: ±275 Pages excluding ± 4 cover pages.
- b) Quantity: 300 Strategic Plans printed (including covers) with authors corrections.
- c) A set of 10 PowerPoint slides with the design of the Strategic Plan

**(Note: the Strategic Plan is printed once in the 5 year cycle, however, the DCS reserves the right to re-design, re-print and re-table the 5 Year Strategic Plan within the 5 year cycle. If so, the rates provided on the costing schedule will be applicable).**

The work entails – Annual Performance Plans

Annual Performance Plans: proof reading, design, layout and printing (including covers) with author's corrections. –

- a) Page Numbers: ±250 Pages excluding ± 4 cover pages.
- b) Quantity: 300 Annual Performance Plans printed (including covers) with authors corrections.
- c) A set of 10 PowerPoint slides with the design of the Annual Performance Plan

The work entails – Annual Reports

Annual Reports: proof reading design, layout and printing (including covers) with author's corrections. –

- a) Page Numbers (DCS): ±330 Pages excluding ± 4 cover pages.
- b) Quantity: 300 Strategic Plans printed (including covers) with authors corrections.
- c) A set of 10 PowerPoint slides with the design of the Annual Report

The work entails – Preparation of CDs

Compact disks containing copies of the 5 Year Strategic Plan, relevant Annual Performance Plans and CDs for the Annual Report

- i. A total of 3 CDs with 5 Year Strategic Plans and Annual Performance Plans. Each CD must be in a cover/ protector with a properly designed cover to match the cover. 2 CDs to be submitted to Parliament
- ii. A total of 3 CDs with Annual Reports. Each CD must be in a cover/ protector with a properly designed cover to match the cover. 2 CDs to be submitted to Parliament.

The work entails – Delivery of the Strategic Plans, Annual Performance Plans and Annual Reports

Delivery of the Strategic Plans, Annual Performance Plans and Annual Reports to the Office of the National Commissioner, Correctional Services, Cape Town, Parliamentary Towers

- a) Annual Performance Plans and Strategic Plans (60 copies each) should be couriered to Cape Town (103 Plein Street, Parliament Towers Building) **in March** together with 2 CD's of Strategic Plan and Annual Performance Plan. If there is no Strategic Plan being tabled, only the Annual Performance Plans will be couriered to Cape Town.
- b) Annual Reports (60 copies) should be couriered to Cape Town (103 Plein Street, Parliament Towers Building) **in September** together with 2 CD's of Annual Report.

- c) The remaining copies to be delivered to the DCS, Head Office, Poynton Building, 124 WF Nkomo Street, Pretoria.

The DCS reserves the right to change the number of Strategic Plans and/or Annual Performance Plans and/or Annual Reports to be printed depending on the availability of budget and the requirements of Executive Management

All work must be signed off by the Departmental Project Manager prior to final printing.

## **EXPECTED OUTPUTS**

The successful bidder will be required to do the following:

- (a) Proof reading, design, layout and printing of the Strategic Plan. The Strategic Plan is tabled once in the 5 Year Electoral Cycle however the DCS reserves the right to re-design, re-print and re-table its 5 Year Strategic Plan should the need arise.
- Size: A4 (Portrait)
  - Colour: Full colour throughout
  - Cover: 300gms Magnostar Gloss White
  - Inside pages: 115gms Magnostar Satin White
  - Finishing: Cover: Embossed and Spot varnish outside
  - Bindings: Sections sewn, perfect binding with cover drawn on
- (b) Proof reading, design, layout and printing of the Annual Performance Plan. The Annual Performance Plan is tabled annually in March
- Size: A4 (Portrait)
  - Colour: Full colour throughout
  - Cover: 300gms Magnostar Gloss White
  - Inside pages: 115gms Magnostar Satin White
  - Finishing: Cover: Embossed and Spot varnish outside
  - Bindings: Sections sewn, perfect binding with cover drawn on
- (c) Proof reading, design, layout and printing of the Annual Report. The Annual Report is tabled annually in September
- Size: A4 (Portrait)
  - Colour: Full colour throughout
  - Cover: 300gms Magnostar Gloss White
  - Inside pages: 115gms Magnostar Satin White

- Finishing: Cover: Embossed and Spot varnish outside
- Bindings: Sections sewn, perfect binding with cover drawn on

The successful bidder will be required to work in close collaboration with the Strategic Management Unit of the DCS. The designers will be required to work from the DCS's Offices (Poynton Building, Pretoria) to complete the layout of the Strategic Plan and/or Annual Performance Plan and/or Annual Report. The successful bidder has 24 hours to present themselves at Head Office. The successful bidder must have sufficient office space to accommodate officials from DCS when working on the amendments to the documents