

Iziko Museums of South Africa invites suitably qualified service providers to submit quotations for:

PRINTING OF THE ANNUAL REPORT 2022/23 |
IZIKO MUSEUMS OF SOUTH AFRICA

Background:

- Iziko Museums of South Africa (Iziko) is a Schedule 3A Public Entity. The format for the Annual Report is prescribed and must follow the template. The guidelines are set out by National Treasury.
- Iziko is an entity of the National Department of Sport, Arts and Culture.
- The Annual Report 2022/23 must be printed and delivered to DSAC within the specified timeframe.
- The printed Annual Report 2022/23, and CD covers must be delivered to Iziko Museums of South Africa at 78 Buitenkant Street, Cape Town on or before 12noon on Monday, 28 August 2023.
- The deadline for the design work to be completed (including audits) to be completed is Tuesday, 2 August 2023. Corrections will be required up until Tuesday, 11 August 2023,
- Final, approved and signed off print ready PDF file should be provided for submission to the Printer on Monday 14 August 2023.
- **NB: Quotations to be submitted by latest by Wednesday, 21 June 2023.**

DESIGN BRIEF:

1. Printing

- Printing of *Iziko Museums of South Africa Annual Report 2022/23* by due date, as specified in brief.
- Printing of CD (including placing digital copy (.PDF) Annual Report on CDP and printing on CD)
- Receive print ready PDF files by due date, as specified in brief.

Printing Specifications:

- Short A4 (210 mm x 275 mm) portrait
- 168 pp* inside text + 4 pp cover (*estimate)
- Contents: 4/4 (full colour)
- Cover: 4/4 (full colour both sides)
- Finish: Folded, gathered, perfect bound, trimmed
- Material contents: 112 gsm Matt Art paper
- Material cover: Invercote Creato Matt (or similar)
- Cover finish: UV varnish one side only

Final Printer's PDF to be provided by Monday 14 August 2023.

Please supply quotation for printing of the Iziko Museums of South Africa, Annual Report 2022/23 on an official company letterhead specifying the costs:

Total of 200 books R _____

Quote for additional printing rate for batches of 8 pages R _____

Creating 50x CDs (including placing digital copy (.PDF) Annual Report on CDP and printing on CD) R _____

Total VAT inclusive Cost of	R _____
-----------------------------	---------

Requirements for the appointed service provider:

- **Two separate quotations:** one for Litho print and one for Digital Print
 - Central Supplier Database (CSD) supplier number
 - a. Registration on the government Central Supplier Database (CSD); include full CSD Registration Report from the National Treasury website.
 - b. Please include Tax Status Pin e and verification of banking details if these are not up to date on the CSD report.
 - Proof of B-BBEE status level of contributor, valid B-BBEE certificate or sworn affidavit
 - SBD 4 Bidders Disclosure (attached)
 - SBD 6.1 Preference Points Claim form in terms of the Preferential Procurement Regulations of 2022. The points are allocated as follows:

	SPECIFIC GOALS ALLOCATED POINTS	PREFEREN CE POINTS (80/20) ≥R50 MIL	Evidence
	<ul style="list-style-type: none"> • <u>Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of</u> 		
	<p>Race are black persons (ownership)* More than 50% black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points</p>	20	<ul style="list-style-type: none"> • Proof of B-BBEE certificate; • Company Registration Certification • Identification Documentation. • CSD report

- Confidentiality and Non-Disclosure Agreement (attached)

Please submit quotations by no later than Wednesday, 21 June 2023, via email to Ms Noleen Donson @ ndonson@iziko.org.za 021 481 3917 and Mrs Sikelwa Madlavu @ smadlavu@iziko.org 021 481 3833 and Mr. Siphamandla Oupa @ soupa@iziko.org.za 021 481 3889

For any queries, contact:

Melody Kleinsmith
Marketing and Communications Manager
Iziko Museums of South Africa
Tel: +27 21 481 3861 or via
Email : mkleinsmith@iziko.org.za