

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:

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

- 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](mailto:ndonson@iziko.org.za) 021 481 3917 and Mrs Sikelwa Madlavu @ [smadlavu@iziko.org](mailto:smadlavu@iziko.org) 021 481 3833 and Mr. Siphamandla Oupa @ [soupa@iziko.org.za](mailto:soupa@iziko.org.za) 021 481 3889**

**For any queries, contact:**

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