



**RTIA**

Road Traffic Infringement Agency

Justice in Adjudication

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## Request for Quotation

# **PRINTING, LAYOUT, DESIGN AND EDITING OF THE ANNUAL REPORT: 2021/22**

Date: 2022/06/23

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## 1. Purpose

The Road Traffic Infringement Agency (RTIA) herewith invites quotes from selected service providers to provide the Agency with design, layout, printing, editing and proof reading of the 2021/22 Annual Report including printing of Annual General Meeting packs.

## 2. Objectives

To provide printing, editing, layout and design service for the 2021/22 annual report and that the following is covered:

- 2.1 Printing of 150 copies of the annual report (inclusive of: AGM packs and Normal/Standard version reading copies)

## 3. Requirements and Deliverables

Please provide a quotation to cover the following requirements:

### Printing Annual Report

- Design, layout and print;
- 150 copies of annual report: 145 hard copies and 5 USBs;
- Document is approximately 200 pages;
- Include section dividers;
- HTML Flipping
- Source high resolution pictures that will suite the design of the Annual Report
- Whole document in full colour
- The cover should be soft touch matt laminated-with a die cute and embossed logo about 350 grams, embossing size:65mm x 65mm, Spot UV), tabs 350 gsm matt laminated
- Inside pages matt 120grams or advise on gramage
- 10 copies of braille printed version of annual report (included in 150 copies)
- Provide 5 drafts of the document before final approval;
- Deliver 5 USB's (x1 for braille and x4 for normal reading versions)
- Deliver 145 copies of document at RTIA Head Office Waterfall Park, Midrand (145 hard copies plus 5 cds/ Usb's with covers)
- Perfect binding

### **Editing and Proof Reading**

- Printer to provide editing and proof reading services of document
- Document to go through 3 (three) drafts of editing and proof reading before final document approval, this also applies to the design process

### **Printing Annual General Meeting Packs**

- Design, layout and print 25 AGM packs
- 4 (four) packs for the Minister, Deputy Minister, Chairperson of the Board (includes Chairperson's script) and Acting Registrar
- Document to have following tabs (Agenda, minutes of previous AGM and Annual Report 2021/22) Chairperson's pack to include Chairperson's script
- Wire bound document

### **4. Commitment Period**

The commitment period will be for a period of six (6) months from the date of engagement and/or in line with a specified methodology the service provider will use, subject to signing of a Service Level Agreement (SLA).

### **5. Required expertise and skills**

The Service Provider should:

- 5.1 Demonstrate professional knowledge and expertise in print, design, and layout of the annual reports;
- 5.2 Provide evidence supporting excellent print, design, and layout of the annual reports;
- 5.3 Evidence of doing similar projects for public sector organisations and/or State Owned Entities;
- 5.4 Excellent report writing capability.
- 5.5 Proof of transport industry expertise is an advantage.

### **6. Pricing Schedule**

<b>DESCRIPTION</b>
The accompanying information must be used for the formulation of proposals
Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

Persons who will be involved in the project and rates applicable (certified invoices must be rendered in terms hereof).		
PERSON AND POSITION	HOURLY RATE	DAILY RATE
	**(ALL APPLICABLE TAXES INCLUDED)	
1.		
2.		
3		
Phases, according to which the project will be completed, cost per phase and man days to be spent.		
PHASE	COST	MAN DAYS

**Travel expenses (specify, for example rate/km and total km, class of air travel, etc.) Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices)**

DESCRIPTION OF EXPENSES TO BE INCURRED	RATE	QUANTITY	AMOUNT

<b>TOTAL</b>			
Period required for commencement with project after acceptance of bid			Date
Estimated man days for completion of project			Days

## 7. Evaluation Criteria

### TECHNICAL EVALUATION

(a) The technical evaluation of bidders will be carried out in Phase II.

(b) Phase II evaluation will be as follows:

- Bidders will be evaluated in terms of the prevailing supply chain policy applicable to RTIA and it should be noted that:
  - A *minimum of 70 points out of 100 points on technical capability* will be the cut-off to qualify for further evaluation. Those who qualify will be assessed using the 80:20 formula for Price and B-BBEE as per the PPPFA.
  - Road Traffic Infringement Agency will analyse and assess technical capability and therefore the bidder should demonstrate the following:

#### Phase 1: TECHNICAL EVALUATION

**NOTE: APPLICABLE VALUES: 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good and 5 = Excellent**

DESCRIPTION OF FUNCTIONALITY CRITERIA	POINTS
Demonstrate professional knowledge and expertise in print, design, and layout of the annual reports.	30 points
Non submission	0 points

Provide evidence supporting excellent print, design, and layout of the annual reports or any similar document/report. Methodology and Project Approach. Attach a copy of the annual report or any similar document.	50 points
Non submission	0 points
The service provider must submit at least three (3) contactable references with details of the nature of the project and contact details.	20 points
Non submission	0 points
<b>Total:</b>	<b>100</b>
<b>Minimum required score</b>	<b>70 points</b>

A bidder must obtain a minimum of **70** points in the prequalification phase to progress to the next phase. Failure to obtain **70** points will render the proposal non-responsive and no further evaluation of the next phase will be considered.

**Phase 2: Pricing and B-BBEE: Preferential Procurement Policy Framework Act 5 of 2000 (80/20) PPPFA scoring principles); and** in terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## **8. Submission of proposals**

Bidders must furnish the following information as part of the bid response:

- 8.1 All evidence required in the functionality criteria;
- 8.2 Proposal in response to the request for quotation/proposal and;
- 8.3 All mandatory SCM documents, signed SBD forms (4, 6.1, 8, 9), CSD report, Tax Compliance Status and BBBEE.

The following conditions will be applied:

- 8.3.1 This quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions;
- 8.3.2 All price (s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period.

## **9. Right to appoint**

The Agency reserves the right not to appoint a service provider, if it is established that no proposal meets the requirements.

## **10. Closing Date & submission of quotes**

- 10.1 Quotes are expected to be submitted no later than 16h00 on the 05 July 2022
- 10.2 Quotes may be submitted electronically by e-mail to [Kwena.moloko@rtia.co.za](mailto:Kwena.moloko@rtia.co.za).

## **11. Enquiries and more information**

All enquiries and requests for more information should be directed to the sender by email. The response will be distributed to all the prospective bidders by email so that every bidder has the same information.