

Terms of Reference: Appointment of a Service Provider for the provision of professional services in, designing and production (printing) as well editorial services of the 2020/21 Annual Report and 2022/23 Annual Performance Plan.

RFQ Number	ASA 10/05/2021
Date of issue	26 May 2021
Bid Closing date	08 June 2021 at 12:00 pm
Submissions	Agrément South Africa 1 Meiring Naude Street Brummeria Building 17B Second Floor Pretoria

1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

Catherine Morgan
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2. SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:

Daniel Mamaregane
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1. BACKGROUND

Agrement South Africa (ASA) is an entity of the Department of Public Works and Infrastructure responsible to undertake the technical assessment and issuing of fit-for-purpose certificates for non-standardised construction products. These are the official terms of reference (TORs) commissioned by ASA for the provision of professional services for designing, layout, editing, proofreading and production (printing) of the 2020/21 Annual Report and 2021/22 Annual Performance Plan (APP).

2. INVITATION FOR PROPOSALS

Agrement SA requests proposals and quotations from suitable suppliers for the provision of professional services in, designing and production (printing) as well editorial services of the 2020/21 Annual Report and 2022/23 Annual Performance Plan.

3. SCOPE OF WORK

The appointed service provider will be expected to perform the following services as duties and responsibilities:

- Conceptualise and design the annual report and APP and provide initial design concepts for the ASA to choose from
- Design, layout and typesetting
 - Overall design according to client brief
 - Supply stock photography where appropriate
 - Layout of: Narrative report, annual financial statements
 - Process of coordinating all changes from ASA and making sure that they are incorporated to the annual reports and APP.
- Provide stock images
- Reproduction and printing of Annual Report and APP (100) copies each.

4. DELIVERABLES/EXPECTED OUTPUTS

- Overall design and client briefings
- Edited copies of the Annual Report and APP.
- Electronic versions of APP and Annual Report on a CD (2) copies each.
- Delivery of the 100 printed copies of APP and Annual Report according to these specs in Cape Town (Delivery address to be provided)
 - ASA 2020/21 Annual Report
 - Size A4 Landscape (210x297)

4pp Cover: Printed Litho - 4 Process colours both sides on Magno Premium (Gloss), 250gsm, White Scored (4pp Cover)

16pp Text (x10): Printed Litho - 4 Process colours both sides on Magno Premium (Gloss), 115gsm, White

PUR Bound and Trim to Size

- The service provider should have the ability to adhere to deadlines and flexibility (delivery deadline will be shared once service provider is appointed).

5. TIMING AND DELIVERY

The project will run from appointment of the service provider for a duration of 7 months_____.

The expected delivery date for the completed and printed copies of the Annual Report is 29 September 2021 and 30 January 2022 for the APP_____

6. SUBMISSION OF PROPOSALS AND PRE-QUALIFYING CRITERIA

- An all-inclusive quotation as per the price schedule below.
- Company Registration on Central Supplier Database (CSD)
- Original/Certified BBBEE certificate by SANAS or Original certified Sworn affidavit
- Completed SBD 4, 6.1 , 8 and 9
- Signed General Conditions for Contract

7. Evaluation Criteria

The following criteria and weights shall apply when considering the proposals:

CRITERIA FOR TECHNICAL SPECIFICATION		WEIGHT
Provide a list of three (3) similar projects relating to the scope of work indicating budget and period that projects took place.		20
The bidder must provide at least three signed and dated client/company references (with contact numbers) within the past 3 years (<i>Unsigned and undated letters will result in bidder scoring zero</i>)		
No reference	= 0 Points	
1 reference	= 1 point	

2 references = 3 Points 3 references = 5 Points	
Proposed project team must have relevant skills, qualifications and experience – attach minimum of 3 CV's. No CV's = 0 Points 1 CV = 1 point 2 CV's = 3 Points 3 CV's = 5 Points	20
Approach Design, layout, and typesetting: (30) - Overall design according to ASA brief - Supply stock photography where appropriate - Coordinate all changes from ASA and making sure that they are incorporated to the annual report and APP. No provision of the design, layout = 0 Points Design and layout not relevant = 1 point Design/layout with technical information = 3 Points Sample of similar design used previously = 5 Points Content Management (30) - Provide the type of Content Management you will be using - Layout of: Annual Report content and cover page - Reproduction and printing of Annual Report and APP	60

No content management provided	= 0 Points
Only layout provided	= 1 point
Only images provided	= 3 Points
AR/APP sample provided	= 5 Points
Total	100
Threshold Score	60

Price Schedule

Item	Description	RATE (excl vat)
1	Conceptualise, Design and Layout of the Annual Report and APP	
2	Supply of stock images	
3	Delivery of copies in Parliament	
4	Printing and Delivery of Annual Report and APP (100 of each) copies and electronic versions on a CD (2) copies. Size A4 Landscape (210x297) 4pp Cover: Printed Litho - 4 Process colours both sides on Magno Premium (Gloss), 250gsm, White Scored (4pp Cover) 16pp Text (x10): Printed Litho - 4 Process colours both sides on Magno Premium (Gloss), 115gsm, White PUR Bound and Trim to Size	
TOTAL AMOUNT (EXCL VAT)		
15% VAT		
TOTAL AMOUNT (ALL INCLUSIVE)		



8. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

In consideration of the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.

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