



RFQ NUMBER	SACOPS2023-001
RFQ DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR THE PRODUCTION AND PRINTING OF SACNASP ANNUAL REPORT, ANNUAL PERFORMANCE PLANS, STRATEGIC PLAN AND AD HOC MARKETING AND GOVERNANCE DOCUMENTS FOR A PERIOD OF THREE (3 YEARS)
RFQ ISSUE DATE	3 rd May 2023
BRIEFING SESSION	None
CLOSING DATE & TIME	FRIDAY, 12 MAY 2023 AT 11:00 AM
SUBMISSIONS	ALL SUBMISSIONS SHOULD BE EMAILED TO: scm@sacnasp.org.za SUBJECT: RFQ: PRODUCTION AND PRINTING OF SACNASP ANNUAL REPORT, ANNUAL PERFORMANCE PLANS (APP) , STRATEGIC PLAN (SACOPS2023-001)

1. PURPOSE

The purpose of the request for quotation (RFQ) is to appoint a qualified and suitable service provider to write, layout, design, produce and offer editorial services for the Annual Reports, Annual Performance Plans (APP) and Strategic Plans.

2. BACKGROUND

The South African Council for Natural Scientific Professions (SACNASP) is a statutory body established under the Natural Scientific Professions Act (Act no. 27 of 2003) as amended by the Science and Technology Laws Amendment Act (Act No. 7 of 2014). The Council is mandated as the Accounting Authority to implement the provisions of the Act, under the oversight of the Minister of Higher Education, Science and Innovation. SACNASP is required to submit Annual Reports, Strategic Plans and APPs to the Department of Science and Innovation (DSI) during the period of 2023-2026. The objective of the SACNASP Annual Reports and the Annual Performance Plans is to communicate timely, reliable and relevant information about SACNASP. The Annual Report, APP and Strategic Plan are valuable communication tools for important stakeholders. The reports must be clear and readily understandable from a content and design perspective. The reports need to align with the requirements of the Department of Higher Education, Science and Innovation. They must also appeal to all SACNASP stakeholders including policymakers, policy implementers and policy beneficiaries. The SACNASP Annual Reports and APPs are , among others, tabled and discussed at Parliament and should

reflect the SACNASP's brand offering of quality and excellence in Natural Science in South Africa.

SACNASP will provide content but the service provider will be required to enhance with input on the science landscape in South Africa.

3. SCOPE OF WORK

Annual Report x 3 years

- i) Writing, editing, proofreading, design, layout and printing services
Requirements

Assist with the writing of the Annual Report writer must be familiar with NSI landscape and the requirements as per the department of Higher Education, Science and Innovation.
Conceptualise and design the annual report and Annual performance plan.
Language editing and Proof reading
Presentation of 3 theme concepts
Design and layout
Purchase of up to 10 stock photos for use in both documents
Proof reading of final document
Preparation for print * Please note printing may not be required
Printing and delivery 250 copies
Size A4
Portrait
Approx 80 pages
Full colour
Paper cover 300 gsm gloss art
Paper inner 135 gsm gloss art
Cover page matt laminated, and spot raised UV varnish
Saddle stitched
Packaging shrink wrapped and packed in boxes
Delivery to one site in Pretoria

Annual Performance Plan x 3 years

Assist with the writing of the Annual Performance Plans writer must be familiar with NSI landscape and the requirements as per the department of Higher Education, Science and Innovation.
Editing of supplied material including grammar, spelling and document flow
Presentation of 3 theme concepts
Design and layout
Proof reading of final document
Preparation for print * (please quote for printing but in 2019-2020 printing was not required)
Printing and delivery 250 copies

Size A4
Portrait
Approx 50 pages
Full colour
Paper cover 300 gsm gloss art
Paper inner 135 gsm gloss art
Cover page matt laminated, and spot raised UV varnish
Saddle stitched
Packaging shrink wrapped and packed in boxes
Delivery to one site in Pretoria

Strategic Plan 2025-2030

Assist with the writing of the Strategi Plan 2020-2030 writer must be familiar with NSI landscape and the requirements as per the department of Higher Education, Science and Innovation.
Editing of supplied material including grammar, spelling and document flow
Presentation of 3 theme concepts
Design and layout
Purchase of up to 10 stock photos for use in both documents
Proof reading of final document
Preparation for print *
Printing and delivery 250 copies
Size A4
Portrait
Approx 80 pages
Full colour
Paper cover 300 gsm gloss art
Paper inner 135 gsm gloss art
Cover page matt laminated, and spot raised UV varnish
Saddle stitched
Packaging shrink wrapped and packed in boxes
Delivery to one site in Pretoria

4. DURATION

As defined by the DSI guidelines

Annual Report submission August 2023 ,August 2024 and August 2025

Annual Performance Plan Feb 2024, Feb 2025 and Feb 2026

Strategic Plan 2025-2030

5. SERVICE PROVIDER SCOPE

The service provider must have proven and verifiable experience in the production of the required documents and have access to the following expertise;

- Writers knowledgeable in the NSI Landscape and the requirements of the Department of Higher education, Science and Innovation.
- Editors and proof-readers

- Designers
- Print capability

It is expected that the selected service provider assumes responsibility for the production of the documents under direction of SACNASP's Operations Manager. Requests must be completed in a mutually agreed timeframe based upon urgency and department directives. SACNASP will provide their Corporate Identity guidelines and style guide for assistance.

6. REQUIREMENTS FOR RFQ PROPOSALS

- The contracted service provider is required to submit a proof of registration on the Centralised Supplier Database held by National Treasury;
- The contracted service provider is required to provide an original SARS tax clearance certificate must be provided;
- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths with regard to the B-BBEE status has been provided;
- SBD 4 – Declaration of interest;
- SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017
- SBD 8 – Declaration of bidder's past supply chain management practices;
- SDB 9 – Certificate of independent bid determination;

Failure to submit the required documentation above will lead to disqualification.

7. DURATION AND PRICING

The service will be required for a period of three (3) years. Payment will be made on receipt of the finished report – **no up-front payments will be made**. The service provider shall submit a proposed implementation plan indicating steps, activities and responsibilities. The total cost must be inclusive of VAT.

8. QUOTATION EVALUATION CRITERIA

Each evaluation criteria will be scored as per the scoring range below and service providers must score a minimum of 70% or more to proceed to the next stage of evaluation. The following scoring system will be utilised for this evaluation:

Criteria	Details	Weight %
Years of experience Bidder must submit their company profile indicating number of years in which they have experience in writing Annual Reports and Plans within the Science landscape. (This refers to the years in operation and not the years of company registration). The profile must indicate the year the company started in the industry.	Demonstrate with the company profile experience that indicates the number of years during which such service has been rendered. This must indicate work that has been done in the science landscape. 8 or more years' experience = 20 5-7 years' experience = 10 1-4 years' experience = 5 No experience = 0	15%
References Track record (Projects and reference Letters). Submit a list of at least 4 or more historic projects completed, this should include: • Project description, • Project value • Contactable reference The list of historic projects must be accompanied by four or more satisfactory references from the clients listed. The service provider must submit a portfolio of evidence of all previous clients. References must be signed by respective company official and must include company name on a company letterhead, level of service satisfaction, contact person and contact details (telephone number and e-mail). NB: SACNASP reserves the right to verify a sample of the letters through contacting the reference writer.	Proof of appointment letter and reference letters related to Annual Reports and Plans that were successfully submitted along with the names and emails of contactable referees in line with POPIA. A minimum of 4 projects. 4 =10 marks 3 = 5 marks 2 = 2 marks 1 = 1 mark 0 = 0 marks	30%

Qualifications and experience of all key personnel including designer, writers and editors. This should include evidence of all the key personnel with evidence of involvement in the production of the required documents.	1. Relevant experience and qualifications of all personnel 8 -10 years = 20 2. Relevant experience and qualifications 5-8 years =10 3. Relevant experience and qualifications 3-5 years = 5 4. No submission = 0	25%
Proposed project plan. Submission of a detailed project plan approach/methodology indicating all project related activities and time frames. The project needs to be completed within the deadlines as requested by the DSI.	1. Detailed project approach /methodology detailing all project related activities, time frames and critical path. = 20 2. Detailed project approach /methodology with an indication of all project related activities, time frames and critical path. = 10 3. No submission of project approach / methodology = 0	20%
Evidence of employment of women and persons of disabilities	Evidence of an organisation that is fully transformed =10 Evidence of an organisation that is partially transformed =5 No evidence of transformation = 0	10%
Total		100%

Service providers must score a minimum of 70% or more in order to proceed to the next stage of evaluation.

9. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate as follows:

B-BBEE Status level of Contributor	Number of points (80/20 system).
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

10. PROPOSAL SUBMISSION

Service providers should email proposals to the email address below by **FRIDAY, 12 MAY 2023 AT 11:00 AM**

Please ensure submissions are emailed in time.

The responses MUST be sent in PDF format in a maximum of 2 documents and in no more than 2 email multiple emails will be disqualified.

All documents should be forwarded via email to:

Name : Supply Chain Management

Tel : 012 748 6509

Email : scm@sacnasp.org.za

The selection of the qualifying bid will be at the SACNASP's sole discretion. SACNASP does not bind itself to accept any particular bid and reserves the right not to appoint the bidder.