

FINANCIAL SECTOR CONDUCT AUTHORITY	 Financial Sector Conduct Authority
QUESTION AND ANSWERS	
BID FSCA2023/24-T009 [FSCA202324-T009-PROVISION OF REPRINT, BRAND, SUPPLY, PACKAGE AND DELIVER BROCHURES AND PROMOTIONAL ITEMS TO THE FSCA]	

The following questions were received by the Financial Sector Conduct Authority (FSCA) on bid FSCA2023/24-T009 and are responded to accordingly:

NO.	QUESTION	RESPONSE
1.	In terms of the bid should all details be listed on the document given or can specific parts of the such as the pricing list and company background be typed onto a separate document.	All the details requested in accordance with the ToR must be attached to the bid submission. Where specific documentation is required by the FSCA for submission by the bidders, bidders must attach same for allocation of points where relevant and for ease of reference. A pricing schedule must be submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule must be submitted adjacent to the SBD3.1 form in the bid proposal.
2.	Please clarify the specification for the below: Brochures from 2-7 is a self-cover or a cover with a pocket at the back.	Brochures from 2-7 :Paper: Cover:130 GSM gloss. Inner pages: 130 GSM matt

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NO.	QUESTION	RESPONSE
3.	Kindly assist with the foundation logo on the specification for branding on TENDER no. FSCA2023/24 – T009.	The logo is on Annexure 2 of the tender document ANNEXURE 2: FSCA AND FOUNDATION LOGO   FINANCIAL SERVICES CONSUMER EDUCATION FOUNDATION plan your financial future
4.	I would like to get clarity of page 18 of 40 on item “C.1. Samples”. The requirement states that the bidder must provide three images of samples of brochures and branded promotional items via electronic link/website as required in Annexure 1. I would like to find out if these samples ought to be submitted at the same time as the RFQ by the 22 August 2023? Or will	Bidders must submit three images of sample of brochures and branded promotional items via electronic link/website as required in Annexure 1 prior the tender closing date.

	TITLE	FSCA202324-T009-QUESTIONS AND ANSWERS (002) (003)	PAGE 2 OF 4
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NO.	QUESTION	RESPONSE
	the samples be required once the service provider has been appointed?	
5.	RE: BID SUBMISSION 4.3 PAGE 5 OF 40 I would like to enquire if it would be possible to submit x(2) handwritten and identical tender documents as opposed to having to print? The electronic version is also packaged.	Bidders must download the tender document from the FSCAs website or the National Treasury e-tender portal, downloaded forms/TOR contained in this document shall be completed and signed by the bidder in blue or black ink .Bidders are required to submit two (2) printed copies, one (1) original and one (1) copy and one electronic copy (in electronic storage media, preferably a CD or flash drive/memory stick) in PDF format all bound in a sealed envelope marked as stated in paragraph 4.2.
6.	The Savvy savers budget booklet: How big should the back cover for slips and receipts be ? Is there any specific size?	The back cover for slips and receipts should also be A6
7.	Kindly advise if the tender PROVISION OF REPRINT, BRAND, SUPPLY, PACKAGE AND DELIVER BROCHURES AND PROMOTIONAL ITEMS TO THE FSCA, if it's allowed to submit via email or if it's compulsory to hand deliver.	Bids submitted by means of e-mail shall not be considered.

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NO.	QUESTION	RESPONSE
8.	I would like to enquire regarding the booklets on the tender. Some of them has cover stock requirements and the rest not. Does every book have a cover? The money savy book with the receipt sleeve at the back. Do you have a possible size of that pocket please or a picture if possible?	 Brochures 1: Paper: Cover:170 GSM gloss. Inner pages: 120 GSM matt The back cover for slips and receipts should also be A6 Brochures from 2-7 :Paper: Cover:130 GSM gloss. Inner pages: 130 GSM matt.