

Agrément South Africa (ASA) 2021/22 Annual Report and 2022/23 Annual Performance Plan

RFP Number	ASA 07/04/2022
Date of issue	27 May 2022
Bid Closing date	09 June 2022 at 12:00 pm
Closing time	12:00 pm
Submissions	Mmosha@agrement.co.za

1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

Catherine Morgan

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2. SUPPLY CHAIN MANAGEMENT ENQUIRIES

Moloko Mosha

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1. BACKGROUND

Agreement 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 2021/22 Annual Report and 2022/23 Annual Performance plan.

2. INVITATION FOR PROPOSALS

ASA requests proposals and quotations from suitable suppliers for the provision of professional services in, layout, designing and production (printing) as well editorial services of the 2021/22 Annual Report and 2022/23 Annual Performance Plan (APP).

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

4. DELIVERABLES/EXPECTED OUTPUTS

- Overall design and client briefings
- Edited copy of the Annual Report and APP
- Electronic versions on a CD (2) copies for the Annual report only
- Delivery of the 100 (APP and Annual report) printed copies according to these specs
 - ASA 2021/22 Annual Report and APP 2022/23
 - 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

5. TIMING AND DELIVERY

The project will run from appointment of the service provider for a duration of 01 June_2022 to 15 September 2022 for annual report and 01 September 2022 to 31 December 2022_for APP respectively. The expected delivery date for the completed and printed copies of the Annual Report and APP is 15 September 2022 and 31 December 2022.

6. SUBMISSION OF PROPOSALS AND QUALIFYING CRITERIA

- The service provider should have the ability to adhere to deadlines and flexibility (delivery deadline will be shared once service provider is appointed).
- An all-inclusive quotation as per the price schedule below.

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. 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	20

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. 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 and APP content and cover page ○ Proof reading and editing of the Annual Report and APP ○ Reproduction and printing of Annual Report and APP No content management provided = 0 Points Only layout provided = 1 point	60

Only images provided	= 3 Points	
Annual Report sample provided	= 5 Points	
Total		100
Threshold Score		60

After considering the functional criteria, a bidder is considered to have passed Stage 2 (Functional Requirements) if the TOTAL score is equal to, or greater than 60 points.

8. Minimum Requirements and Documentation.

In order to be considered for selection, the bidder must meet the following minimum criteria:

- The Company must be registered on Central Supplier Database (CSD).
- BBBEE Certificate or Sworn Affidavit (Copy must be certified) failure to submit will result in no points awarded however you will not be disqualified).
- Completed and signed standard bidding documents: SBD 4, 6.1, 8 & 9.
- Signed General Conditions of Contract.

Price Schedule

Item	Description	RATE (excl vat)
1	Conceptualise, Design and Layout of the Annual Report and APP	
2	Editing and Proofreading	
3	Printing and Delivery of Annual Report and APP(100) 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)		

9. 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.