

FINANCIAL SECTOR CONDUCT AUTHORITY	 Financial Sector Conduct Authority
QUESTION AND ANSWERS	
BID FSCA2024/25-T004- BRAND, REPRINT, PACKAGE, SUPPLY AND DELIVER BROCHURES AND PROMOTIONAL ITEMS TO DPWI FOR THE 2024 EPWP PROJECT	

The following questions were received by the Financial Sector Conduct Authority (FSCA) on bid FSCA2024/25-P001 and are responded to accordingly:

NO.	QUESTION	RESPONSE
1.	Kindly advise on clear specification of the Brochures	
	Z fold or D fold	Half-fold – booklet way, refer to Annexure A for detailed specification.
	Size A4 or A5	A5 refer to Annexure A for detailed specification.
	Double sided or Single sided	Double sided refer to Annexure A for detailed specification.
	Full colour or Black and white	Full colour, refer to Annexure A for detailed specification.
	No of pages	Different number of pages required, refer to Annexure 1 – for detailed specification.
2.	I am in the process of submitting the tender FSCA2024/25-T004, and I wanted to clarify something regarding the foundation logo. Should the printing be in white colour only, or are we to use the colour tones of the logo?	Appointed service will be required to use white and black colour depending on a promotional item. refer to ANNEXURE 2 on the bid document.
3.	The bidders forms stated today is scheduled for questions relating to the bid from bidders.	All bid enquiries (received on or before the closing date for enquiries) will be consolidated and the FSCA will publish one response document on the FSCA website

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NO.	QUESTION	RESPONSE
	I would like to enquire if it's going to be an online process or will be briefing be held at the address provided on the forms.	(www.fscs.co.za) within three (3) working days after the closing date for enquiries
4.	is the RFQ for branded promotional items hand delivery?	Bid documents may either be posted (preferably by registered mail) or placed in the bid box or couriered to the physical address.
5.	Please can you advise:	
	1. Do you have existing artwork for all the brochures or does the appointed supplier have to create new artwork and print ready files?	Artwork already exist for all brochures; the appointed service provider will be supplied with artwork.
	2. With regard to the packing into the string bags – so we need to quote for 10 000 string bags or will these be packed into Drawstring backpacks with Zip pocket referred to on page 41 of the bid document. No mention is made of artwork being supplied but the title of the bid refers to “reprint” which suggests that there is existing artwork.	Yes, bidders must quote for 10 000 orange Zip pocket string bag. Refer to ANNEXURE 2 – PROMOTIONAL ITEMS for detailed specification.
6.	Are we allowed to fill the bit document electronically or only handwritten/filed document will be allowed for this tender?	The bid document must be completed and signed by the bidder in blue or black ink.
7.	Can we submit our bid via email or must be dropped in the tender box at FSCA?	Bids submitted by means of e-mail, telex facsimile, electronic or similar means shall not be considered
8.	Artwork for "Buying Funeral Cover" directs me to a different page.	A brochure can be accessed using the following link: https://www.fscamymoney.co.za/Publications/Funeral%20Cover.pdf
9.	Please can you advise the following:	

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NO.	QUESTION	RESPONSE
	1. When is the printing likely to be required?	Dates will be confirmed upon appointment of the successful bidder.
	2. Please advise if there is any design required and if so please specify what type of design?	No design is required.
	3. Will Annexure B, have print ready design, similar to Annexure A?	No design required on both ANNEXURES. ANNEXURE 1 requires a reprint and ANNEXURE 2 requires supplying and branding of promotional items.
	4. Do you require samples of work completed with submission or only if we successful before print run?	Refer to clause 28 (contract conditions) and clause 30 (functional evaluation) regarding samples.
	5. Please advise the payment terms affiliated with these services	Within 30 days upon receipt of a valid invoice

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