

Annexure C: Declaration of Acceptance and Compliance with Specification (Requirements Timeframes for the proof reading, design, layout and printing of the Strategic Plans, Annual Performance Plan and Annual Report)

Detailed timeframes for the proof reading, design, layout and printing as required by the DCS:

Condition	Concurrence		Reason / Comment (If any)
	YES (X)	NO (X)	
a) Proof reading and editing of the 5-year Strategic Plan, Annual Performance Plan and Annual Report (for each document) within 3 working days.			
b) Design of the Annual Performance Plans, Strategic Plans and Annual Reports must be done within 3 calendar days (for each document) after receiving instruction to commence with the work.			
c) Layout of the Annual Performance Plans, Strategic Plans and Annual Reports must be done within 3 calendar days (for each document) after receiving the final content from the DCS. The DCS reserves the right to make content changes once the layout is complete.			
d) Service Provider must make resources available after hours and over weekends which must be included in the cost of this bid. This will not be paid as an additional cost to the DCS.			
e) The 60 copies of the Annual Performance Plans and 60 copies of the Strategic Plans must be printed and couriered to the DCS office in Cape Town annually in March (on specified date)			
f) The 60 copies of the Annual Report must be printed and couriered to the DCS office in Cape Town annually in September (on specified date)			
g) The remaining copies of the Annual Performance Plans, Strategic Plans and Annual Reports must be printed and delivered to the DCS in Pretoria (Head Office) within 5 working days after the first delivery.			
h) The DCS will make editorial changes until the final version is signed off and ready for printing.			
i) Copyright: All information generated, communication produced, and data acquired, designs and any other material produced under the auspices of this project remains the intellectual property of the DCS			

Condition	Concurrence		Reason / Comment (If any)
	YES (X)	NO (X)	
j) Confidentiality: The Service Provider will be bound by the same clause of confidentiality and code of ethics as applicable to officials of the Public Service.			
k) The DCS will not be held responsible for any costs incurred by the bidder/s in the preparation and submission of the bids.			
l) Travelling costs and time spent or incurred by the bidder between the DCS's offices and office of bidder must be covered by the bidder. These costs will not be covered by the DCS as part of the contract or outside of the contract.			
m) For Risk Assessment purposes, the DCS will inspect business premises that house facilities & resources required for the project and take photos. Inspection may be conducted within 30 days of closing date during normal business hours. Bidders must ensure availability of staff during inspection. The DCS reserves the right to neither make any appointment nor issue prior notice of any scheduled inspection.			
n) For Risk Assessment purposes, the DCS will contact references provided to determine the quality of work recently undertaken by the bidders.			

N.B Failure to submit a fully completed Declaration of Acceptance and Compliance with Specification as at the closing date will invalidate the bid