

## **TERMS OF REFERENCE**

### **APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF DESIGN, LAYOUT AND PRINTING OF BROCHURES FOR AGREEMENT SOUTH AFRICA FOR A PERIOD OF 36 MONTHS**

<b>RFP Number</b>	<b>ASA 03/09/2022</b>
<b>Date of Issue</b>	<b>13/09/2022</b>
<b>Bid Closing date</b>	<b>26/09/2022</b>
<b>Closing Time</b>	<b>12:00pm</b>
<b>Submissions</b>	<a href="mailto:Mmosha@agrement.co.za">Mmosha@agrement.co.za</a>

#### **1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

Communication and Marketing Practitioner

Ms Catherine Morgan

+27 63 792 8403

[Cmorgan@agrement.co.za](mailto:Cmorgan@agrement.co.za)

#### **SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:**

Procurement Official

Mr Moloko Moshha

+27 63 792 6824

[Mmosha@agrement.co.za](mailto:Mmosha@agrement.co.za)

## 2. BACKGROUND.

Agrément 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 and printing of ASA brochures.

## 3. INVITATION FOR PROPOSALS

ASA requests proposals and quotations from suitable suppliers for the provision of professional services in, layout, designing, production and printing as well editorial services of brochures.

## 4. SCOPE OF WORK

The appointed service provider will be expected to perform the following services as duties and responsibilities:

- Conceptualise and design the brochures and provide initial design concepts for ASA to choose from
- Design, layout, and typesetting
  - Overall design according to ASA brief
  - Supply stock photography where appropriate
  - Layout of: Brochures
  - Coordinate all changes from ASA and making sure that they are incorporated to the brochure.
- Proof reading and editing of the brochures.
- Reproduction of the online copy and printing.

## 5. DELIVERABLES/EXPECTED OUTPUTS

- Overall design and client briefings
- Edited copy of the brochure (electronic version)
- Printed copies of the brochures

**6. TIMING AND DELIVERY**

The project will run for the duration of 36 months. The expected delivery date will be communicated once the service provider is appointed.

**7. 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.

**8. Evaluation Criteria**

The following criteria and weights shall apply when considering the proposals:

CRITERIA FOR TECHNICAL SPECIFICATION	WEIGHT
<p>Provide a list of three (3) similar projects relating to the scope of work indicating budget and period that projects took place.</p> <p>The bidder must provide at least three signed and dated client/company references (with contact numbers) within the past 3 years <b><i>(Unsigned and undated letters will result in bidder scoring zero)</i></b></p> <p>No reference = 0 Points            1 reference = 1 point            2 references = 3 Points            3 references = 5 Points</p>	20
<p>The Proposed project manager must have skills and experience involving similar tasks – attach Curriculum vitae.</p> <p>Over 5 years’ experience = 5 Points            3 to 5 years’ experience = 3 points            Less than 3 years’ experience = 2 Points</p>	20
<p>Approach</p> <ul style="list-style-type: none"> <li>• <b>Design, layout, and typesetting: (30)</b></li> </ul>	60

<ul style="list-style-type: none"> <li>○ Overall design and layout according to ASA brief (1 point)</li> <li>○ Supply stock photography where appropriate (1 point)</li> <li>○ Coordinate all changes from ASA and making sure that they are incorporated to the brochure. (1 point)</li> <li>○ Sample of similar design and layout used previously (2 points)</li> </ul> <ul style="list-style-type: none"> <li>● <b>Content Management (30)</b> <ul style="list-style-type: none"> <li>○ Supply stock photography where appropriate (1 point)</li> <li>○ Proof reading and language editing of the brochure (2)</li> <li>○ Layout of brochure content and cover page (2)</li> </ul> </li> </ul>	
<b>Total</b>	100
<b>Threshold Score</b>	<b>60</b>

**Mandatory Procurement Documents to be submitted together with the proposal**

- Quote/ Pricing.
- National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD,
- Valid B-BBEE Certificate or Sworn Affidavit (Points will not be given to companies that does not submit).
- Completed and Signed Standard Bidding Document SBD 4, SBD 6.1, SBD 8, SBD 9.
- Signed General Conditions of Contract.

**NB: Failure to submit the above-mentioned attachments may result in your proposal being disqualified.**