



**public enterprises**

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Department:  
Public Enterprises  
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR QUOTATIONS (RFQ)  
RFQ SCM 110/2022-2023**

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**REQUEST FOR QUOTATIONS (RFQ):**

**Appointment of a service provider for the Design, Layout, Editing, Proofreading, proof editing and Printing of the Departmental Strategic Publications for a period of two years.**

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**CLOSING DATE: 29 November 2022**

**TIME: 11:00**

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**QUOTATION TO BE VALID FOR 90 DAYS  
QUOTATIONS TO BE SUBMITTED ON A COMPANY LETTERHEAD**

## **BACKGROUND**

The Department of Public Enterprises is the shareholder representative for Government with oversight responsibility over seven State Owned Companies (SOC) that operate in core sectors of the economy such as mining, defence, energy, logistics, aviation and forestry. The SOC in the DPE portfolio are: Eskom, Transnet, Denel, South African Airways (SAA), South African Forestry Company Limited (SAFCOL), Alexkor and SA Express. The SOC play a key role in enabling economic growth, creating jobs and promoting the industrialisation and the transformation of the economy. The Department is the primary interface between Government and the SOC concerned and, in addition to oversight, provides input to the formulation of policy, legislation and regulation.

## **OUR VISION**

To create an enabling environment in which SOCs add real economic value by focussing on operational excellence, commercial viability, and fiscal prudence. This will drive developmental objectives, industrialisation, job creation and skills development.

## **OUR MISSION**

To provide clear strategic direction and oversight to the Department's SOCs, seeking to ensure that:

- They are financially sustainable, adequately funded and operationally robust;
- Their operating models keep pace with global development and innovation;
- They provide reliable, high-quality and cost-effective services and infrastructure to industry and our citizens;
- They secure investment and funding for strategic industrial development; and
- They align with national developmental objectives.

### **1. SCOPE OF WORK**

2. The Department requires the services of a Service Provider for the design, layout, editing, proofreading, proofediting and printing of the Departmental strategic publications as follows:

**2024- 2029 Strategic Plan (SP),  
2023/2024 and 2024/2025 Annual Performance Plan (APP), and  
2022/2023 and 2023/2024 Annual Report (AR).**

**Annual Report 2022/2023 and 2023/2024**

- Content and images will be provided by the Department
- Editing (3 standard reverts and unlimited daily reverts on the working document)
- Proofreading (3 standard reverts and unlimited daily reverts on the working document)
- Proof editing (3 standard reverts and unlimited daily reverts on the working document)
- Design and Layout (3 standard reverts and unlimited daily reverts on the working document)
- Quantity: 100 (final copies)
- Cover: 4pp printed full colour throughout on **128 or 150** gsm Magno Satin, matt laminated, and spot UV varnished 1 side
- Text: printed full colour throughout on **128 or 150** gsm Magno Satin and matt machine varnished throughout
- Proof editing of the design and layout
- Full colour throughout with 4-page cover
- Full color machine varnish both sides
- Spot UV one side
- Full color + machine varnish throughout
- Perfect binding in portrait
- 152 pages (estimate)
- Printing of 100 final copies (Quantity)
- Provide 2 USB containing final print ready pdf document

**Annual Performance Plan (APP) 2023/2024 and 2024/2025 and re-  
tabling as and when required within the contract term**

- Content and images will be provided by the Department
- Editing (3 standard reverts and unlimited daily reverts on the working document)
- Proofreading (3 standard reverts and unlimited daily reverts on the working document)
- Proof editing (3 standard reverts and unlimited daily reverts on the working document)

- Design and Layout (3 standard reverts and unlimited daily reverts on the working document)
- Quantity: 100 APP (final copies)
- Cover: 4pp printed full colour throughout on **128 or 150** gsm Magno Satin, matt laminated, and spot UV varnished 1 side
- Text: printed full colour throughout on **128 or 150** gsm Magno Satin and matt machine varnished throughout
- Proof editing of the design and layout
- Full colour throughout with 4-page cover
- Full color machine varnish both sides
- Spot UV one side
- Full color + machine varnish throughout
- Perfect binding in landscape
- 120 pages (estimate)
- Printing of 100 final copies (Quantity)
- Provide 2 USB containing final print ready pdf document

### **Strategic Plan (SP) 2024-2029**

- Content and images will be provided by the Department
- Editing (3 standard reverts and unlimited daily reverts on the working document)
- Proofreading (3 standard reverts and unlimited daily reverts on the working document)
- Proof editing (3 standard reverts and unlimited daily reverts on the working document)
- Design and Layout (3 standard reverts and unlimited daily reverts on the working document)
- Quantity: 100 APP (final copies)
- Cover: 4pp printed full colour throughout on **128 or 150** gsm Magno Satin, matt laminated, and spot UV varnished 1 side
- Text: printed full colour throughout on **128 or 150** gsm Magno Satin and matt machine varnished throughout
- Proof editing of the design and layout
- Full colour throughout with 4-page cover
- Full color machine varnish both sides
- Spot UV one side
- Full color + machine varnish throughout
- Perfect binding in landscape
- 100 pages (estimate)

- Printing of 200 final copies (Quantity)
- Provide 2 USB containing final print ready pdf document

### **3. DELIVERABLES**

The Service Provider should, in executing the mandate, be able to do the following:

- Meet with the Department's project team at DPE as and when required to collect information
- Present draft publications as and when required
- The service provider must delegate a designer/ designers for the DPE who will only work on the DPE publications for the duration of the project
- The designer must be on standby on weekends and afterhours for urgent design requirements
- Produce high quality final products in terms of content, design and layout
- Provide soft copies of the publications that can be edited by the Department during the working process
- Produce both hard copies and soft copies of the publications in the form of a USB and any other multimedia storage format (dependant on storage capabilities of the time)
- Service provider to advise us on the size in millimetre measurements for UV spot varnish
- A strategic understanding of the Department (DPE) and its State-Owned Companies' (SOCs') mandates for editing and proofreading purposes.

### **4. Duration**

This is a two-year project commencing in January 2023 to 31 December 2024.

### **5. EVALUATION CRITERIA**

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, DPE has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to DPE and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and B-BBEE as per the PPPFA 2017 Regulations.

### 5.1 Phase 1: Mandatory Evaluation

a) Bidders who comply with all the mandatory requirements will qualify for the next stage where price and B-BBEE points will be considered:

<b>Criteria</b>	<b>Subcriteria</b>	<b>Comply</b>	<b>Not comply</b>	<b>comments</b>
The service provider must be located in the Gauteng area. (Attached proof of residence)				
The Service Provider must produce a portfolio of previous work done in the form of printed publications and submit them electronically or deliver them to DPE offices	Three printed copies of an Annual Report (AR) document, Annual Performance plan (APP), and Strategic Plan document previously produced and any other publication of a similar nature			
The Service Provider must have a minimum of 3 years' experience in design, Layout, Editing, Proofreading, copyediting and printing of publications and reports	The service provider to attach a minimum of three (3) reference letters of similar work done wherein feedback is provided on the service rendered.			

<p>The Service Provider must demonstrate that the key personnel (graphic designer and editor) have the relevant qualifications</p>	<p><b>Graphic designer</b> must be in possession of a qualification in graphic design, document design or digital media and any other relevant qualification, i.e.: Honours Degree, Degree, Diploma or National certificate (certified copies of qualifications that are not older than 3 months to be submitted)</p> <p><b>Editor</b> must be in possession of a qualification in English Studies, linguistics, translation, editing and proofreading and any other relevant qualification, i.e.: Honours Degree, Degree, Diploma or National certificate (certified copies of qualifications that are not older than 3 months to be submitted)</p>			
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**Table 1- Price and B-BBEE**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

## 6. INSTRUCTIONS TO BIDDERS

### 6.1. Terms and Conditions

DPE reserves, under exceptional circumstances, the rights to extend the closing date. All proposals and all subsequent information received from bidders will not be returned.

The adjudication process does not represent a commitment on the part of the DPE to proceed further with that proposal of any other bidder.

## **6.2. Changes to this RFQ document**

DPE reserves the right to make changes on this RFQ Document. All changes will be communicated to those bidders that have responded to the RFQ/ RFP. No reliance shall be placed on other information or comment from any other person.

## **6.3. Confidentiality**

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence.

## **6.4. Other matters**

**6.4.1.** DPE reserves the right not to enter any relationship and no correspondence pertaining to submissions will be entered into.

**6.4.2.** If DPE does not accept any proposal, it will declare this RFQ/RFP call process closed and may then elect to:

- Proceed on a completely different basis; and
- Not to appoint any respondent in the event it deems proposals not appropriate.

**6.4.3.** DPE will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.

**6.4.4.** DPE reserves the right to engage in processes to validate all claims made in the proposal.

**6.4.5.** DPE reserves the right to cancel the award if it is determined that the supplier/service provider recommended for award, has engaged in corrupt or fraudulent activities in competing for the contract in question. For the purposes of this RFQ/ RFP, "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the accounting officer/authority and includes collusive practices among bidders/contractors (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the accounting officer/authority of the benefits of free and open competition.



## **7. PAYMENT STRUCTURE**

- 7.1.** DPE undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- 7.2.** Payments will only be made on the basis of the work completed (milestones/deliverables) as per the project implementation plan to be agreed at the inception of the project.

## **8. GENERAL**

Below are compulsory requirements for this service:

- 8.1.** It is important to note that the successful bidder will work under the supervision of a DPE representative, abide by DPE's Code of Conduct, and other organisational guidelines.
- 8.2.** Kindly submit the following document:
  - Valid B-BBEE Level of contribution or Sworn Affidavit Certificate issued by the following agencies SANAS, IRBA or CCA (Failure to attach certificate will lead to non- allocation of points)
  - Proof that tax matters with SARS are in order (SARS Pin Number/ Tax Clearance Certificate)
  - National Treasury Central Supplier Database Report
  - Completed and signed SBD forms.

## **9. CONTACT DETAILS FOR INFORMATION**

- 9.1.** Further information regarding supply chain matters can be sent via email to: [quotations@dpe.gov.za](mailto:quotations@dpe.gov.za) or at tel: 012 431-1030

## **10. SUBMISSIONS OF PROPOSALS**

- 10.1.** Proposals should be submitted on or before 29 November 2022 by no later than 11:00 to the following email address: [quotations@dpe.gov.za](mailto:quotations@dpe.gov.za)
- 10.2.** The selection of the qualifying bid/quotations will be at Department of Public Enterprises' sole discretion. Department of Public Enterprises does not bind itself to accept any bid/quotations and reserves the right not to appoint the bidder.

## ANNEXURE A

### PRICING SCHEDULE (Professional Products and Services or other)

Note:

- 1 Bidder must complete the pricing as per the table below **and submit quotation on a company letterhead.**
- 2 All pricing will be according to the Scope of work.
- 3 Line Prices are all **VAT EXCLUDING**, and **TOTAL PRICE** is **VAT INCLUSIVE**.

The following pricing schedule needs to be completed in line with the required deliverables (where applicable) and return as part of the request for quotation submission.

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
DESIGN, LAYOUT, EDITING, PROOFREADING, PROOFEDITING AND PRINTING OF THE ANNUAL REPORT (AR)	<ul style="list-style-type: none"> <li>• 100 copies- 2022/2023 AR</li> <li>• 100 copies 2023/2024 AR</li> </ul>		
DESIGN, LAYOUT, EDITING, PROOFREADING, PROOFEDITING AND PRINTING OF THE ANNUAL PERFORMANCE PLAN (APP)	<ul style="list-style-type: none"> <li>• 100 copies- 2023-2024</li> <li>• 100 copies- 2024-2025</li> </ul>		
DESIGN, LAYOUT, EDITING, PROOFREADING, PROOFEDITING AND PRINTING OF THE STRATEGIC PLAN (SP)	200 copies- 2024-2029 SP		

<b>USB FORMAT</b>	<b>2x5 (2 per publication)</b>		
<b>PRICE EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL PRICE INCLUDING VAT</b>			

**PLEASE QUOTE EXACTLY AS PER THE SPECIFICATION. FAILURE WILL LEAD TO THE DISQUALIFICATION OF YOUR QUOTATION.**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
(name)..... in  
submitting the accompanying bid, do hereby make the following  
statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder