

BID SPECIFICATIONS FOR THE PRINTING OF VUK'UZENZELE - GOVERNMENT NEWSPAPER

RFB 008 2014/ 2015

1. BACKGROUND

The Department of Communications (DoC) is the publisher of *Vuk'uzenzele*, a multilingual monthly newspaper that informs South Africans about socio-economic opportunities arising from government programmes and how to access these opportunities.

The publication focuses on the key priorities of government and serves especially the government information needs of South Africans in the LSM 1 - 6 group.

Most of the print run is in English, with other official languages partly catered for in each print run. The current printing contract ends in March 2015.

It is against this background that DoC is inviting printing proposals for the next two financial years, 2015/2016 to 2016/2017. The newspaper will be produced monthly by the new printing service provider as from 01 April 2015.

2. OBJECTIVE

To submit a proposal to print *Vuk'uzenzele*, the government newspaper, for the next two financial years: 2015/16 and 2016/17. In addition, the successful bidder will be expected to print *Vuk'uzenzele* promotional posters. Poster quantities will vary per edition.

Quantities for both the newspaper and posters may be altered by agreement between the DoC and the successful bidder.

DoC reserves the right to increase or decrease the print runs of both the newspaper and posters depending on a range of operational considerations.

Kindly indicate what the costs would be per 100 000 copies of the newspaper, should DoC want to increase the print run with additional 100 000 copies.

A. SPECIAL CONDITIONS

1. Information to be submitted by bidders
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- a profile of the company indicating experience in printing
- a printing schedule based on the information/specifications in this document – this plan must identify the key processes and provide **detailed** indications of timeframes and output capacity e.g. the number of copies the service can print per day.
- a list of previous or current clients for whom similar projects were implemented.

- information on infrastructure (equipment, personnel, location, etc.) and any other information deemed to be relevant to this bid.
- indication of the type of printing software programmes the company uses
- samples of recent, similar work carried out by the bidder should be provided

NB: If any of the above is not included in the bid proposal the submission, will be deemed non-compliant.

2. INFORMATION FOR BIDDERS

- A briefing session with the successful bidder, to discuss all aspects related to the printing of the publication, will be arranged within a week of appointment.
- The successful bidder will be required to sign a Service Level Agreement with DoC. This will outline the terms and conditions of the contract in detail. Penalties for late delivery and/or non-performance will be included.

3. COPYRIGHT

Copyright remains with DoC.

B TASK DIRECTIVE

The bidders should provide the total printing costs for both options below:

Specification	Vuk'uzenzele Government Publication
Quantities and number of pages	Bidders should provide prices for the following quantities: <ul style="list-style-type: none"> • 1.7 million copies with 16 pages • 1.7 million copies with 24 pages
Size	Tabloid – the size should NOT be less than 410 mm deep x 275 mm wide – this is not negotiable
Language	All 11 official languages (see item 4 for details)
Colour	Full colour including illustrations and photographs
Type of paper	48,8 GSM newsprint, cold set printing
Material	Locally produced paper which should ensure a very high standard of full colour reproduction
Packaging	100 copies per pack, shrink-wrapped. Languages should be clearly labeled on packaging, so that bundles would not have to be opened in order for distributors to see which language is being handled.

4. LANGUAGES

The publication will be printed with 11 full-colour plate changes to be effected as follows:

1. English
2. English, with some articles in IsiXhosa

3. English, with some articles in IsiZulu
4. English, with some articles in Sepedi
5. English, with some articles in Sesotho
6. English, with some articles in IsiNdebele
7. English, with some articles in Tshivenda
8. English, with some articles in Afrikaans
9. English, with some articles in Siswati
10. English, with some articles in Setswana
11. English, with some articles in Xitsonga

NB: DoC will supply the printers with the language breakdown and quantities per language and the artwork per edition before printing commences.

NB: Language is to be indicated on the front cover for quick identification purposes.

5. ORIGNATION

DoC will upload the final approved copy onto the In-site web facility of the appointed service provider per edition and per language. In the case the uploading facility does not work, the final approved artwork for that particular edition will be forwarded directly to the printer in an agreed electronic format on DVD in a PDF version. (Software Compatibility is stressed.) The editorial team is currently working in Indesign (CS6) on Apple Macs.

6. PROOFS AND SIGN-OFF

The bidder cannot continue with the printing without final sign-off of proofs from DoC. The sign-off will be made on the In-site facility if the service provider has the facility. In cases where the web-based facility does not work, print proofs should be submitted to DoC for sign-off. The successful bidder will be responsible for the cost of proofs and for the courier service to and from DOC Head Office in Pretoria. No additional cost for this service will be allowed.

7. ANNUAL SCHEDULE

The publication will be printed monthly, starting with the April 2015 edition to be printed by the third week of March 2015. Actual deadlines for the printing process for each edition will be discussed with the successful service provider.

A maximum of five (5) days will be allowed for printing 16-pager editions and seven (7) days for the 24-pager editions. Collection for distribution will start on day 06 for the 16-pager with the 24-pager edition commencing on day 08.

In terms of the printing schedule the English edition is normally printed first with other official languages thereafter. Bidders should provide a provisional schedule indicating timelines based on the information below (item 8) taking into consideration that printing needs to be completed within five (5) days and seven (7) days respectively.

8. DELIVERABLES

Activity	Responsibility
Uploading of final copy to the printers per language	DoC
Preparation of proofs per language	Bidder
Sign-off English proofs	DoC/Bidder
Sign-off English/isiZulu proofs	DoC/Bidder
Sign-off English/isiXhosa proofs	DoC/Bidder
Sign-off English/isiNdebele proofs	DoC/Bidder
Sign-off English/Tshivenda proofs	DoC /bidder
Sign-off English/Sesotho proofs	DoC/Bidder
Sign-off English/Sepedi proofs	DoC/Bidder
Sign-off English/Afrikaans proofs	DoC/Bidder
Sign-off English/Siswati proofs	DoC/Bidder
Sign-off English/Setswana proofs	DoC/Bidder
Sign-off English/Xitsonga proofs	DoC/Bidder
To print	Bidder
Ready for collection	DoC

VUK'UZENZELE POSTERS

For each edition of the newspaper, posters are printed for distribution in order to make the public aware of the availability of the each latest published edition. Posters will be placed at the outlets where the publication is distributed.

Specification	Posters
Format	A1 size
Colour	Full colour.
Quantity	500 – though quantities are likely to vary per edition
Material	270 gsm Magno Matt finish
Origination	DoC will supply artwork (supplied in InDesign software) – uploaded on the web-based facility and or on DVD in a PDF format directly to the printer (Software compatibility is stressed)
Finishing	All un-mounted posters

9. PRICING SCHEDULE

It is expected that the bidders should provide the pricing schedule for the two financial years as follows: Year 1 (2015/2016) and Year 2 (2016/2017).

Financial Year	Total print run per edition	Number of pages	Cost per edition of the newspaper and	Sub-total cost

			posters	
2015\16	1.7 million copies per edition	16 pages		
	1.7 million copies per edition	24 pages		
	500 posters per edition			
Total cost for 2015\16				
2016\17	1.7million copies per edition	16 pages		
	1.7 million copies per edition	24 pages		
	500 posters per edition			
Total cost for 2016\17				

All prices should include VAT and any other production related costs. It is also expected that bidders should also in their pricing make allowance for the potential increase that may arise. The prices should be **FIRM** for the duration of the contract, as no price increases will be allowed.

10. EVALUATION CRITERIA

Bid proposals will be evaluated according to the following criteria.

ITEM	Weight	Value
<u>Service Delivery:</u>		
- Understanding of the objectives of the project and its components (expected outcomes, deliverables, and milestones)	10	
- Business plan outlining key activities, milestones, time frames, based on schedule as outlined in paragraph 7	20	
<u>Capacity:</u>		
- Relevant experience in printing a publication of this nature. Indicate quantities involved, turn-around times, languages, etc.	20	
- Infrastructure (equipment, personnel, etc) available to manage a print run of 1.7 million plus within the proposed timeframes	20	
- Identify at least 3 previous clients for whom similar projects were handled with complete references indicating the service provided (Ensure that	5	

references are contactable)		
<u>Samples</u> - Provision of samples as per the specification requirements	5	
Total	80	

11. BID EVALUATION METHOD

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Regulation (December 2011) on the basis of functionality and the 90/10-preference points system. A bidder that scores **70%** or more for functionality will be shortlisted for the second phase. The shortlisted candidates will be evaluated further in terms of the 90/10-preference points system, where 90 points will be for price only and the 10 points for BBEE Status Level of contribution. A bid will not be considered for the second evaluation phase if it fails to meet 70% for functionality.

DoC will assess the functionality of each proposal taking into account the following criteria:

TECHNICAL	WEIGHT	VALUE
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Values: 1 = Poor; 2 = Average; 3 = Acceptable; 4 = Very good; 5 = Excellent

The percentage for functionality will be calculated as follows:

$$\frac{A}{B} \times 100$$

Where:

A = total score of the bidder

B = maximum score, i.e. 400

NB: Bidders should note that it will be the prerogative of DoC to request bidders to do a presentation. Should this be the case, the same evaluation criteria as above will be applied. Bidders will be informed five (5) working days before the presentation. It will also be the prerogative of DoC to do quality assurance checks on the infrastructure as indicated on the proposals submitted by the bidders.

12. PREFERENTIAL PROCUREMENT

Companies wishing to claim points in terms of preferential procurement evaluation should kindly complete the SBD forms and note below the breakdown of points that will be awarded

AREAS OF EVALUATION	Points
Price	90
BBBEE Level of contribution	10
Total	100

Bidders will only claim BBBEE credential points provided they submit an original or certified copy of BBBEE certificate.

13. ENQUIRIES

For those who would like to see a copy of the publication they can contact Dorris Simpson (see the contact details below). The publication can also be viewed on www.vukuzenzele.gov.za

14. CONTACT DETAILS FOR ENQUIRIES

For specification-related questions:
Contact details: Dorris Simpson
(012) 473 0065

For bidding procedures:
Contact details: Mr George Storey
(012) 473 0093
/Mr Leshoka Mahloromela
(012) 473 0151
/Ms Keneilwe Mafa
(012) 473 0130

Closing Date: 06 February 2015

1.Recommended\not recommended

_____ Date _____
Ms Irene Naidoo
Acting Director: Vuk'uzenzele

2. Approved\not approved

_____ Date _____
Ms Dorris Simpson
Acting Chief Director: Products and Platforms

3. Approved\not approved

_____ Date _____
Ms Tasneem Carrim
Acting Deputy Director-General
Content Processing and Dissemination

