APPOINTMENT OF A SERVICE PROVIDER TO PRINT BOOKLETS ON THE FINDINGS OF THE RESEARCH IN THE EASTERN CAPE NODAL AREAS.

1. BACKGROUND

The Department of Social Development Research and Demography Directorate is responsible for the implementation of the Population Policy 1998. The policy objectives reflect the two main pillars on which the policy rests. One pillar is the systematic integration of population factors into all policies, plans, programmes and strategies aimed at enhancing the quality of life of the people at all levels and within all sectors and institutions of government. The other pillar is a co-ordinated, multi-sectoral, interdisciplinary and integrated approach in designing and implementing programmes and interventions that affect major national population concerns. Underpinning these two pillars is the need for reliable and up-to-date information on population and human development to inform policy making and programme design, implementation, monitoring and evaluation.

Research was conducted in the Nodal areas of the Eastern Cape (Alfred Nzo, Chris Hani, O.R Tambo, Ukhahlamba, Ugu, Mdantsane and Motherwell) and findings contain baseline data that will inform policies and planning. In order to do these booklets need to be printed so that it is distributed to the Departmental policy makers and planners. This is the baseline data.

2. PROBLEM STATEMENT

The Department does not have the machinery to print these booklets hence we require a service provider to do the service.
3. OVERALL GOALS

The overall objective is to print 300 booklets for each district in the Nodal areas; those are Alfred Nzo, Chris Hani, O.R Tambo, Ukhahlamba, Ugu, Mdantsane and Motherwell.

4. SCOPE OF WORK

• Sift information on the Eastern Cape Nodal areas from the CD that will be provided by the Department.

• Combine the information into a booklet

• Provide the Research and Demography Unit with 300 copies of the booklets that focus in each Eastern Cape Nodal area.

• Print the copies inside with black ink and one spot on both sides on 115G coated matt, cover print full color one side on 250G coated Gloss, A4 sizes.

5. EXPECTED DELIVERABLES:

• To provide the Department of Social Development with:

  • 300 booklets for each district that will contain the research findings on the Research conducted on the ISRDP and URP nodes. Those are Alfred Nzo, Chris Hani, O.R Tambo, Ukhahlamba, Ugu, Mdantsane and Motherwell.

  • Each report will be equal to 84 pages, cover print color one side on 250G coated gloss, A4 size.

6. COMPETENCIES AND EXPERTISE REQUIRED:

   The Service Provider must:

   • Service providers must have proven expertise of at least five years in printing reports, booklets and stationery.

7. PERIOD OF CONTRACT:

   • The successful Service provider must complete the printing of these booklets within two weeks after receipt of an official order.
8. **QUOTES:**

- Quotations must be submitted per node and the research to be printed.
- Prices must be inclusive of VAT.

9. **CONTRIBUTION BY THE DEPARTMENT:**

The Department undertakes to provide the successful Service Provider with the CD that contains the information together with the official order.

10. **EVALUATION CRITERIA**

Quotation will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000)

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The following are pre-qualification criteria:

- All quotations to the value of more than R30000.00 **MUST** be accompanied by a Valid and original Tax Clearance Certificate.
- Quotation is only valid when signed by the service provider or place company stamp
- Service Providers must submit company profile together with the quotation.
- Service Providers must submit proof of experience in the printing of stationery, booklets and reports.
- Proof of funding must be attached.

- **N.B:** Failure to fully or at all comply with the pre-qualification criteria will lead to the automatic disqualification of Request for Quotation (RFQ).

- In Loco Inspection will be conducted on short listed companies before the award.

**NOTE:**

- Quotations are valid for 30 days.
- Quotation must include the company’s supplier number.
- Service providers must be registered in the Departmental database, if not registered they must ensure that they are registered at the time of the award.
- Service Providers must complete the preferential points claim forms in order to claim preference points.
Quotations must be submitted by 11H00 on the 04 September 2009 at the Tender Box at the Department of Social Development offices, Phalo House, Bhisho.

Enquiries:
Ms. T. Kate
040 608 9045

N.B 6.1 Preference Point Claim Form available from Ms. T. Kate at the Department Of Social Development Offices, Phalo House, Bhisho.