

# **DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION (DIRCO)**

**DIRCO: 10/2014/15 INVITES BIDDERS TO SUBMIT  
PROPOSALS TO REGISTER ON THE DIRCO DATABASE ON  
PRINTING COMMODITY**



## **TERMS OF REFERENCE**

# Invitation to service providers to register on the DIRCO database printing commodity

## 1. PURPOSE

The Department of International Relations and Cooperation (DIRCO) is establishing a service provider database to provide standard to specialised printing services.

## 2. BACKGROUND

2.1 DIRCO in accordance with the section 38(a) (iii) of the Public Finance Management Act of 1999 and the revised Preferential Procurement Policy Framework Act, must maintain an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost effective

2.2 The Department does not have in-house printing capacity. It seeks to establish a database of service providers that can provide this service, varying from standard printing to specialised printing. Specialised printing includes embossing, foiling, die-cutting, coating, digital and short-notice printing with on-site capacity, amongst others.

2.3 DIRCO hereby invites all prospective and current service providers to register on the Departmental Supplier Database for printing services, taking into consideration the diverse levels of printing services required within the Department. Printing has been organised into two categories:

- Category A: Standard printing
- Category B: Specialised printing

## 3. SPECIFICATIONS

For prospective service providers to be registered on the supplier database the following criteria must be met. Categorization will be done by the Department based on evidence supplied:

### 3.1 Category A: Standard printing

- **Litho printing** of products such as books; booklets; pamphlets; posters etc

### Category B: Specialised printing

- **Areas:** Cape Town (Western Cape); Pretoria/Johannesburg (Gauteng)
- **Litho printing** of products such as books; booklets; pamphlets; posters etc. Portfolio should contain products with perfect binding; spiral binding and saddle-stitch binding.
- **Specialised printing** of reports; magazines; stationary which includes embossing, foiling (gold and other), die-cutting, coating and digital printing.
- Delivery on **tight deadlines** (eg. 100 copies of a 300-pager printed digitally and delivered within 24 hours).

**Pre-qualified companies will be registered on the printing database. Quotations will be requested from registered service providers as and when the need arises.**

## 4 EVALUATION METHODOLOGY

### 4.1 RESPONSIVE CRITERIA (PHASE 1)

**Only suppliers who meet the responsive criteria will be evaluated on functionality.**

- 4.1.1 Submission of a **Valid Tax Clearance Certificate**
- 4.1.2 Submission of all completed **Standard Bid Documents (SBD) – SBD 4; 6.1; 8; 9**. *Kindly note that BBBEE certificate must be attached otherwise the bidder will not receive BEE points.*
- 4.1.3 Submission of **SAPPI certification**
- 4.1.4 Attendance of **compulsory briefing session**

### 4.2 FUNCTIONALITY CRITERIA (PHASE 2)

A panel will evaluate suppliers that met responsive criteria for functionality. A supplier that scores less than sixty-five percent (65%) out of a hundred percent (100%) in respect of “Functionality” will be disqualified on the basis of failure to meet the capacity to deliver the required service. It will apply to all categories.

#### CATEGORY A: STANDARD PRINTING

Criteria	Weight
<ul style="list-style-type: none"> <li>• Review the portfolio of evidence on Litho printing of similar products such as booklets; pamphlets; posters etc.</li> <li>• Portfolio should contain products with perfect binding; spiral binding and saddle-stitch binding.                             <ul style="list-style-type: none"> <li>○ Evaluated on evidence submitted</li> <li>○ Evaluated on Quality: finishing (binding); colour; cutting etc</li> </ul> </li> <li>• Contract/agreement if any sub-contracting will be done (Attached relevant documents and site inspection will done)</li> </ul>	<b>60</b>
<ul style="list-style-type: none"> <li>• Minimum of two (2) contactable reference <b>of products contained in the portfolio</b> (company name, office number (landline), contact person)                             <ul style="list-style-type: none"> <li>○ References included</li> <li>○ Feedback from references (how was the service; was delivery on time; was the quality of the product as expected; do you recommend the service provider)</li> </ul> </li> </ul>	<b>40</b>

**CATEGORY B: SPECIALISED PRINTING**

Criteria	Weight
<ul style="list-style-type: none"> <li>• Review the portfolio of evidence on Litho printing of similar products such as booklets; pamphlets; posters etc.</li> <li>• Portfolio should contain products with perfect binding; spiral binding and saddle-stitch binding.               <ul style="list-style-type: none"> <li>○ Evaluated on evidence submitted</li> <li>○ Evaluated on Quality: finishing (binding); colour; cutting etc</li> </ul> </li> </ul>	<b>25</b>
<ul style="list-style-type: none"> <li>• Review the portfolio of evidence on specialised printing of products that feature embossing, foiling, die-cutting, coating and digital printing.</li> <li>• Portfolio must contain products that showcases embossing, foiling (gold and other), die-cutting, coating and digital printing               <ul style="list-style-type: none"> <li>○ Evidence submitted</li> <li>○ Quality: finishing (binding); colour; cutting; embossing; foiling etc</li> </ul> </li> <li>• Contract/agreement if any sub-contracting will be done (Attached relevant documents and site inspection will done)</li> </ul>	<b>50</b>
<ul style="list-style-type: none"> <li>• Minimum of three (3) contactable reference <b>of products contained in the portfolio</b> (company name, office number (landline), contact person)               <ul style="list-style-type: none"> <li>○ References included</li> <li>○ Feedback from references (how was the service; was delivery on time; was the quality of the product as expected; do you recommend the service provider)</li> </ul> </li> </ul>	<b>25</b>

### 4.3 SITE INSPECTION (PHASE 3)

**SITE INSPECTION IS APPLICABLE TO CATEGORY B ONLY. A SITE INSPECTION WILL BE CONDUCTED TO SUPPLIERS WHO SCORE ABOVE 65%. SUPPLIERS THAT SCORE BELOW 65% WILL BE DISQUALIFIED. DATE AND TIME OF THE SITE VISIT WILL BE CONFIRMED.**

<b>Criteria</b>	<b>Weight</b>
<ul style="list-style-type: none"><li>• <b>On-site capacity: Equipment</b><ul style="list-style-type: none"><li>○ Litho; digital; embossing; pur binding; foiling etc</li></ul></li></ul>	<b>30</b>
<ul style="list-style-type: none"><li>• <b>On-site capacity: Human Resources</b><ul style="list-style-type: none"><li>○ As per the printing process (i.e. project manager; quality control; production; dispatch etc.)</li><li>○ Evaluation Committee to be taken through the printing process stages.</li></ul></li></ul>	<b>30</b>
<ul style="list-style-type: none"><li>• <b>Delivery/Quality</b><ul style="list-style-type: none"><li>○ Artwork and specifications that require specialised printing will be provided a day before the visit. The supplier will be expected to provide a digital proof as per the specifications to the Evaluation Committee on the day of the site inspection.</li></ul></li></ul>	<b>40</b>

## 5. CONTACT PERSONS AND SUBMISSIONS

- 5.1 All enquiries can be directed to Supply Chain Management Bid Office, tel. 012 351 0435/ 1755/1045. Prospective service providers should submit their bonded submission in a sealed envelope with the details of the specific tender on the outside of the envelope to:

**Per hand**

Tender Box, OR Tambo Building  
460 Soutpansberg Street  
Rietondale  
Department of International Relations and Cooperation  
Pretoria  
0001

OR

**Post**  
Department of International Relations and Cooperation  
Private Bag X 152  
Pretoria  
0001

*E-Mailed or faxed submissions shall not be accepted.*

**A compulsory briefing session will be held on the 10<sup>th</sup> November 2014 at DIRCO offices, OR Tambo Building, Welcome Centre, 460 Soutpansberg Road, Rietondale. Interested bidders are invited to attend. The closing date is 25<sup>th</sup> November 2014.**

Non-compliance with any of the above conditions will result in your bid being disqualified.