



**REQUEST FOR QUOTATION (RFQ) FOR  
QUOTE NUMBER 042020SVACOMMS  
THE APPOINTMENT OF A SERVICE PROVIDER ASSIST WITH ADVERTISING  
AND COMMUNICATIONS**

**SACNASP  
SUITE L4/L5 ENTERPRISE BUILDING  
INNOVATION HUB  
MARK SHUTTLEWORTH STREET  
PRETORIA  
0087**

**MARCH 2020**

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## 1. BACKGROUND

The South African Council for Natural Scientific Professions (SACNASP) is the registration and regulation authority for natural science professionals in South Africa. SACNASP has a staff cohort of 25 people predominantly office based. SACNASP is continually expanding and now requires an organisation that can support all their advertising and communication needs. The service provider must provide SACNASP a professional, flexible service that supports SACNASP's ability to adhere to their Annual Performance Plan and the Strategic Plan.

This contract will be for a period of three (3) years.

## 2. SCOPE OF THE WORK

### Key responsibilities:

- i. Writing, editing, proofreading, design, layout and printing services for the following documents;

### Annual Report 1 per financial year

### Requirements

Editing of supplied material including grammar spelling and document flow
Presentation of 3 theme concepts
Design and layout
Purchase of up to 10 stock photos (in total for all SACNASP requirements)
Proof reading and checking of final document
Preparation for print
Printing and delivery 250 copies , 5 soft copies
Size :A4
Portrait
64 pages
Full colour
Paper cover 300 gsm Gloss art
Paper inner 135 gsm Gloss Art
Cover page matt laminated and spot raised UV varnished
Saddle stitched
Packaging Shrink wrapped and packed in boxes

Delivery to one site in Pretoria
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**Annual Performance plan. 1 of each per financial year**

Editing of supplied material including grammar spelling and document flow
Design and layout
Proof reading and checking of final document
Preparation for print
Printing and delivery 100 copies , 3 soft copies Size :A4 Portrait 50 pages Full colour Paper cover 300 gsm Gloss art Paper inner 135 gsm Gloss Art Cover page matt laminated and spot raised UV varnished Saddle stitched Packaging Shrink wrapped and packed in boxes Delivery to one site in Pretoria

Other ad hoc reports up to a maximum of 10 Maximum number of pages 10 word document only

ii) Assisting with design of newsletters 8 per year (4 pages maximum) edit, graphic design and provide web ready pdf.

iii) Design of marketing material

- Pamphlets 3 per year
- Promotional Material 5 per year
- Banners 2 per year

iv) Marketing

- Branding once off exercise

Revisit SACNASP logo and incorporation of new slogan

- Video creation 6 per year

Short 5 – 10 minute information videos using existing registered scientists providing their own scripts

Proposal writing 5 per year maximum of 4 pages word document only.

### **3. SERVICE PROVIDER SCOPE**

The service provider must have proven experience advertising and communication and must have the access to the following expertise.

- Writers
- Editors /proofreaders
- Designers
- Print capability

### **4. DELIVERABLES**

It is expected that the selected provider assumes total responsibility for SACNASP's Communications execution under direction of the Operations Manager. Requests from SACNASP must be completed in a mutually agreed timeframe based upon urgency and department directives.

### **5. REQUIREMENTS FOR RFQ PROPOSALS**

- The contracted service provider is required to submit a proof of registration on the Centralised Supplier Database held by National Treasury;
- The contracted service provider is required to provide an original SARS tax clearance certificate must be provided;

- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths with regard to the B-BBEE status has been provided;
- SBD 4 – Declaration of interest;
- SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017
- SBD 8 – Declaration of bidder's past supply chain management practices;
- SDB 9 – Certificate of independent bid determination;

**Failure to submit the required documentation above will lead to disqualification.**

## 6. QUOTATION EVALUATION CRITERIA

Each evaluation criteria will be scored as per the scoring range below and service providers must score a minimum of 70% or more to proceed to the next stage of evaluation. The following scoring system will be utilised for this evaluation:

Scoring range	0	1	2	3	4
Definition	No information	Poor	Average	Meets requirements	Exceeds requirements

Total Evaluation Score = (score x weighting x no. of evaluators) / (maximum score x 100 x no. of evaluators)

Functionality Assessment	Weight %
<b>Criterion 1: Company experience and expertise</b> The bidder is required to provide contactable client references where its services can be verified. <ul style="list-style-type: none"> <li>• Five (5) references and above in the past 10 years = 4 points</li> </ul>	30%

<ul style="list-style-type: none"> <li>• Three (3) to four (4) references in the past 10 years = 3 points</li> <li>• Two (2) relevant references in the past 10 years = 2 points</li> <li>• One (1) relevant references in the past 10 years = 1 points</li> </ul>	
<b>Criterion 2: Relevant experience</b> <ul style="list-style-type: none"> <li>• More than 5 years relevant experience= 4</li> <li>• 4-5 years relevant experience = 3</li> <li>• 3-4 years relevant experience = 2</li> <li>• 0-2 years relevant experience = 1</li> </ul>	20%
<b>Criterion 3: Qualifications and skills of key personnel</b> The bidder should provide CV's of key personnel to be assigned to this contract, the CV's should clearly demonstrate relevant project experience, skills, qualifications of the resources/personnel assigned.	30%
<b>Project management:</b> Provide a summary of the project management measures required to ensure that the project is completed within budget and in accordance with applicable laws, policies, and standards.	20%
<b>Total</b>	<b>100%</b>

**Service providers must score a minimum of 70% or more in order to proceed to the next stage of evaluation.**

## **7. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price

constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate as follows:

<b>B-BBEE Status level of Contributor</b>	<b>Number of points (80/20 system).</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## **8. PROPOSAL SUBMISSION**

Service providers should email proposals to the address below by 24<sup>th</sup> April at 11 am

All documents should be forwarded via email to:

Mrs Sarah van Aardt

Tel: 012 748 6509

Email: [svanaardt@sacnasp.org.za](mailto:svanaardt@sacnasp.org.za)