

TERMS OF REFERENCE

Printing & distribution of Journals



NACOSA

PROJECT	Printing and Distribution of the My Journey Journal		
REFERENCE	CFP-04-AYP-11-2023	DATE	16 November 2023
SUMMARY	NACOSA is inviting reputable printing companies with the relevant skills and experiences to submit proposals for the printing and distribution of 60 000 My Journey Journals in three tranches for adolescent girls and young women receiving My Journey services from NACOSA's My Journey Adolescents and Young People Programme implementing partners funded by Global Fund.		
QUESTIONS	Questions can be addressed by email only to Queries@nacosa.org.za with the reference in the subject line. Questions may be submitted on or before 27 November 2023		
DEADLINE	<i>Closing Date 4 December 2023 @ 13h00. All proposals to be submitted to proposals@nacosa.org.za</i>		
DOCUMENTS	<ol style="list-style-type: none"> 1. Terms of Reference 2. Annex 1: Bidding Form 3. Annex 2: Low-resolution PDF of the Journal (for bidding purposes only) 4. Pricing Template 		

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NACOSA

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SETA 13833 | Education, Training & Development
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1. INTRODUCTION

NACOSA is a national community service organisation, working to build strong, equal and healthy communities, free from HIV, AIDS, TB and GBV. We do this by strengthening community systems, mobilising and managing resources, facilitating networking and collaborations, providing and enabling access to services and advocating, learning and sharing collectively.

Informed by research, NACOSA developed an innovative tool for engaging girls and young women between 15 and 24. The Journal was developed with funding from the Global Fund, to enable young women to:

- Track their programme journey
- Show the services available to them in the community and create demand for services.
- Provide key health and wellness information, as well as risk reduction techniques.
- Incentivise and support treatment adherence and engagement with services.
- Empower them to identify their goals, barriers to achieving these goals and make plans for achieving these goals.

The journal is designed to be an aspirational and inspiring tool with scripted information and infographic pages, prompt pages to guide reflection, planning and adherence tracking, blank pages for doodling, bullet journaling and reflection, aspirational messages and a pocket at the back for a local services directory. The content and design of the journal has been guided and informed at every stage by validation workshops and feedback surveys with young women.

The journal is divided into the following thematic areas:

- Me (goals, services & notes)
- My body (health & wellness)
- My mind (mental health & feelings)
- My heart (relationships)
- My work (education & career)
- My money (finances & budgeting)
- My world (volunteering & activism)
- My power (motivation)

NACOSA's My Journey Adolescents and Young People Programme (funded by the Global Fund) is adapting and printing the Journals as part of the My Journey intervention which is implemented in 4 sub-districts across the country. The adapted journal is called the **My Journey Journal** and will be provided to all adolescent girls and young women on the programme over the course of 2023 - 2025.

2. SPECIFICATIONS

NACOSA is looking for a service provider to print and distribute the journals in **three (3) tranches**, printed quarterly (*note that the artwork may change from tranche to tranche*), to the following specifications:

PRINTING

QUANTITY: **60 000** – (delivery to be split quarterly)

Tranche 1: 20 000 – January 2024

Tranche 2: 20 000 - May 2024

Tranche 3: 20 000 – September 2024

EXTENT: Soft-cover notebook: 132-page inner + 4-page cover

SIZE: A5 Portrait (210 x148mm)

- COVER:** Printed 4 Process colours both sides on Lux Q (Matt) (or similar quality), 350gsm, White
- POCKET:** On inside back cover, 20x170mm (Open): Printed 4 Process colours front only on Lux Q (Gloss) (or similar quality), 350gsm, White
- INSIDE:** 128 Pager Text 4 Process colours both sides on Tauro Bond (or similar quality), 80gsm, White
- FINISHING:** Cover Matt Film Laminate one side only
Cover Scored
Pocket Matt Film Laminate one side only
Pocket Die Cut
Fold
Gather
Thread sew with Round Corners on the foredge and Bookmark Gold Ribbon, Trim to Size & Affix Pocket to Inside back cover.
- PROOFS:** Production of 1 mock-up proof and physical printers' proofs for review and approval by NACOSA.

DELIVERY

The completed journals must be delivered to the following implementing partner organisations or offices around South Africa. Service providers must provide delivery notes for each delivery.

ORGANISATION	DELIVERY ADDRESS	Tranche 1	Tranche 2	Tranche 3
NACOSA	3rd Floor, East Office Tower, Century Blvd, Cape Town	100	100	100
Hope Africa	1 Braehead House, Braehead Rd, Kenilworth, 7708	6500	4000	1000
Amandla Development	62 Lillian Ngoyi Drive, Samora Machel, 7785	6500	4000	1000
Childline Gauteng	Umvelinqangi Safe Space Hub, R/1658 Bushveld Road (next to Mopane Road); Winterveld, 0198 25°29'36.6"S 28°04'24.9"	1400	0	0
MIET Africa	459 Central Court, Old Mutual Building, Office 3, Block N, Mabopane	17300	5000	5000
Grassroots Edge	22 De Beer Street, Kimberley, 8301	500	0	0
Pathways to Change	157 Du Toitspan Road, Kimberley, 8301	4500	2000	1000
Totals		36800	15100	8100
Grand Total		60000		

3. BIDDING REQUIREMENTS

Bidders may choose to bid for one geographic area or all geographic areas. This should be clearly specified in the bidder's proposal. The successful bidder should have:

- Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned tasks.
- Demonstrated ability to deliver quality products at a reasonable cost and per delivery schedule.
- Good administration and project management ability.

- The bidder must provide at least 3 relevant contactable references for providing similar goods. The references should include the name of the customer, the nature of the goods/services that were provided and the contact's name, telephone number and email address of the reference.

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.

4. PRICING INSTRUCTIONS

- State the rates and prices in Rand unless instructed otherwise in the tender conditions.
- Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- Provide fixed rates and prices for the duration of the contract that are not subject to adjustment.

5. ADMINISTRATIVE REQUIREMENTS

All submissions must in the format of **Annex 1 – Bidding Form**, any deviations from this format may invalidate the bid. The proposals for the journals must be in accordance to the required specifications, designed and printed as per NACOSA's requirements (refer to **Annex 2**)

DOCUMENTS

	ITEM	<input checked="" type="checkbox"/>
1.	Completed Invitation to Bid Form	
2.	Company Profile	
3.	PIN for Tax clearance certificate verification (<i>verification will be done with SARS eFiling</i>)	
4.	Valid B-BBEE Certification	
	<ul style="list-style-type: none"> • Copy of a certificate from a SANAS accredited Verification Agency OR • A signed Exempt Micro Enterprise (EME) affidavit with the required information¹ OR • A signed Qualifying Small Enterprise (QSE) affidavit with the required information². Any EME or QSE is only required to obtain an affidavit on an annual basis, confirming: <ul style="list-style-type: none"> – Annual Total Revenue of R10 Million or less for EME or between R10 Million and R50 Million for QSE. – Level of Black Ownership 	

¹ http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-EME-Gen.pdf

² http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-QSE-Gen.pdf

	<i>ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE AS SET OUT IN THE B-BBEE ACT AS AMENDED.</i>	
5.	Samples Required:	
	<ul style="list-style-type: none"> • One (1) of similar journal or book already printed by the bidder. Proof that the bidder printed the sample should be supplied unless it is printed on the sample itself. • Paper samples For the cover: Lux Q (Matt) (or similar quality), 350gsm For inner leaves: Tauro Bond (or similar quality), 80gsm, 	
6.	Completed and Signed Declaration of Interest	
7.	Detailed Quotation	
8.	Reference letters from previous clients where similar work has been completed. A minimum of 3 references required.	
9.	Supporting documents applicable for a Company or CC :	
	<ul style="list-style-type: none"> • Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members. • Certified copy of ID documents of the Directors or Members. • Most recent year’s financial statements showing comparative figures. • Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque. 	
10.	Supporting documents for a Sole Proprietorship :	
	<ul style="list-style-type: none"> • Certified copy of ID documents of the Owner • Most recent year’s financial statements showing comparative figures • Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank, bank statement or cancelled cheque 	

Sample of Products

The samples of each item, as per the specifications, must be addressed to NACOSA’s office address: **NACOSA**, 3rd Floor, East Office Tower, Canal Walk, Century Boulevard, Century City, 7441. The package must be addressed for attention to NACOSA Supply Chain Management with the reference number and the bidders name. The samples must be delivered no later than the closing date and time of this bid.

6. EVALUATION CRITERIA

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered. Evaluation will be split into 3 stages:

EVALUATION STAGE 1: CORRECTNESS AND COMPLETENESS

Bidders must provide the above documentation as specified. NACOSA reserves the right to reject any tender submission found to be incomplete or illegible. Non-submission of the following documents will lead to immediate disqualification:

- Tax Compliance Certificate
- Samples
- Detailed quotation

- Declaration of interest

EVALUATION STAGE 2: TECHNICAL EVALUATION

Once the proposals have been evaluated on Correctness and Completeness, an evaluation panel will allocate points (on a points scale specified per function) according to the criteria set out in the functionality table below.

Bidders must obtain a minimum of 70 points out of 100 to be shortlisted. Shortlisted bidders will be evaluated on Price & B-BBEE.

FUNCTION	RATING	WEIGHTING
INDUSTRY EXPERIENCE		20
Demonstrable organizational experience: based on the number of years the organisation has been in operation suppling similar products.	0 point: 0 - 1 year 5 points: 2-3 years 10 points: 3-4 years 15 points: 4- 5 years 20 points: > 5 years	20
SCOPE OF REQUIREMENTS		40
Bidder’s proposal portraying clear understanding and meeting the scope of requirements and includes: <ul style="list-style-type: none"> • Detailed price quotation • Sample quality • Cover letter or signed declaration confirming the sample being produced by the bidder, unless it is printed on the sample itself. • Compliance of product with specifications 	Scoring criteria: (5 points) Unacceptable: No or poor sample quality and bidder’s demonstration of relevant ability and understanding of requirements (10 points) Poor: Below average sample quality and bidder’s demonstration of relevant ability and understanding of requirements (20 points) Average: Average sample quality and bidder’s demonstration of relevant ability and understanding of requirements (30 points) Good: Acceptable sample quality and bidder’s demonstration of relevant ability and understanding of requirements (40 points) Excellent: Exceptional sample	40

FUNCTION	RATING	WEIGHTING
	quality and bidder's demonstration of relevant ability and understanding of requirements	
CAPACITY TO DELIVER		10
<p>Demonstration of proven track record printing journals or similar projects</p> <ul style="list-style-type: none"> • Provide the nature and size of project handled • The duration of the contract • The Value of the contract • Provide a detailed proposed approach, methodology and resources to deliver the required products 	<p>Scoring criteria:</p> <p>(5 points) Unacceptable: Insufficient information provided.</p> <p>(10 points) Poor: Considerable reservations on bidders' relevant abilities and understanding of requirements</p> <p>(20 points) Average: Average demonstration of relevant ability and understanding of requirements</p> <p>(30 points) Good: Satisfactory and above average level of understanding, relevant ability to meet requirements</p> <p>(40 points) Excellent: Exceptional demonstration of relevant ability and understanding of requirements with value added benefits</p>	10
CONTACTABLE REFERENCES		20
<p>To support the proven track record:</p> <ul style="list-style-type: none"> • Provide reference letters from recent or existing clients not older than 5 years clearly detailing services provided on the clients' letterhead with contact details of the project manager including email. 	<p>0 points: no reference letters 5 points: 1 reference letter 10 points: 2 reference letters 15 points: 3 reference letters 20 points: > 3 reference letters</p>	20
MAXIMUM ACHIEVABLE POINTS		100

EVALUATION STAGE 3: PRICE

Bidders whose quotations meet the specifications as detailed in this Terms of Reference will be evaluated on price. Also, bidders who do not submit a valid B-BBEE certificate or valid affidavit will be regarded as non-compliant and thus score zero (0) points for Broad-Based Black Economic Empowerment.

Preference Point system applicable to this bid is 80/20 (PPS)

A maximum of 80 points is allocated for price on the following basis:

CRITERIA	NUMBER OF POINTS
Price	80
B-BBEE	20
Total Points	100

Price points calculation formula as follows:

The calculation for price points will be conducted as follows:

$$PS = P \left[\frac{1 - (Pt - Pmin)}{Pmin} \right]$$

Where:

PS = Points scored for comparative price of tender/offer under consideration

P = Maximum points

Pt = Comparative price of tender/offer under consideration

Pmin = Comparative price of lowest acceptable tender/offer. Points scored will be rounded-off to the nearest 2 decimal places.

B-BBEE points calculation as follows:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

7. TERMS AND CONDITIONS

Invitation not an offer

This bid serves an invitation to facilitate a requirement-based decision and not an offer to do business with NACOSA. Bidders making enquiries on the tender information may notify NACOSA by email only at the email address provided for communication.

Bid Validity

The prices quoted shall remain firm for a period of at least 90 days after the closing date of this bid.

Language

The submission prepared by the bidder including correspondences and documents relating to this bid shall be written in the English language.

Preparation Costs

The bidder shall be responsible for all its costs incurred in preparing, submitting and presenting any response to this bid and all other costs incurred by it throughout the bidding process.

Due Diligence

NACOSA reserves the right to conduct due diligence on the prospective bidder prior to final award of the contract. This may include site visits, requests for additional information and presentations.

Awarding of Contract

NACOSA will award the contract to the successful bidder subject to proven relevant experience providing the required services including the ability to deliver effective and reliable services. The successful bidder shall not be insolvent, in dissolution, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to such matters.

Discretion

NACOSA reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time, whether before or after the closing date of this bid without attracting any liability. Also, NACOSA is not bound to accept the lowest price(s) quotation and may at its discretion award this bid to more than one (1) bidder.

Information Validity

NACOSA has made reasonable efforts to ensure accuracy in compiling the terms of reference for this project. The bidder is deemed to have examined the terms of reference and any other information supplied by NACOSA to the bidder and have satisfied itself as to the correctness and sufficiency of such before submitting its proposal. Also, neither NACOSA nor its employees or agents will be held liable to the bidder or any third party for any inaccuracy or omission in this bid.

Taxation

It is a condition of this tender, that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

Joint Ventures, Consortiums and Trusts

Bidders must provide solid proof of the existence of the joint ventures and /or consortium arrangements. The joint venture and /or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and who shall be given the power of attorney to bind the other party/ parties in respect of matters pertaining to the joint venture and /or consortium arrangement.

8. TIMEFRAMES

Please be advised the dates below are indicative and subject to change and the programme provided with the bid.

ACTION	RESPONSIBLE	DATE
Responses to questions	NACOSA	27 November 2023
Deadline for Submission of questions	Service Provider	4 December 2023
Successful bidder appointed	NACOSA	13 December 2023
Supply and delivery of Tranche 1	Successful bidder	January 2024
Supply and delivery of Tranche 2	Successful bidder	May 2024
Supply and delivery of Tranche 2	Successful bidder	September 2024