



palama

Public Administration Leadership
and Management Academy
REPUBLIC OF SOUTH AFRICA

Terms of Reference

Sourcing of a service provider for the design and printing of the Strategic Plan and Annual Report

1. Background

The Public Administration Leadership and Management Academy (PALAMA) is a Schedule 1 government department, in terms of the Public Service Act, 1994 (as amended). The reconstituted national public academy is mandated to provide massified training to all spheres of government, in order to enhance government's capacity for service delivery.

As part of its effort to improve the quality of its documents and to produce such documents within stipulated time frames, the Academy would like to appoint a service provider that will layout, design and print its' Strategic Plan and Annual Report. These documents will be used as strategic reporting tools to oversight institutions (Parliament, Auditor-General) and through these documents to be able to display the level of professionalism and promote the image of the Academy.

2. Scope of Work

The project aims at procuring the services of a service provider who will do the layout design, editing and print Palama's Strategic Plan and Annual Report.

Document	Approximate no. of pages	Approximate quantity
Strategic Plan	180	2000
Annual Report	200	2000

3. Expected Outcomes

The Strategic Plan and Annual Report must be professionally designed for print layout, language edited in line with professional writing standards and printed, which must be in line with Palama's brand, as guided by the government's branding manual.

The service provider must be able to deliver quality documents within the stipulated time frames.

4. Qualification and Expertise Required

Palama requires the services of a service provider who possesses experience and expertise in the design and printing of the Annual Report and Strategic Plan documents. The service provider must provide a portfolio of evidence and provide at least three contactable references where the service provider undertook similar work.

5. Time Limit

The printing will be required to meet the following deadlines:

Strategic Plan : Final draft by end of March 2010 for final printing by end of April 2010
Annual Report : Initial draft by May 2010 for final printing in August August 2010

6. Assumptions and Risks

It is assumed that the service provider that undertakes this project understands the importance of this project and will be committed to the work, and is competent to deliver as required. It is further assumed that Palama will fully support the service provider.

Risks noted herein include the inability of the service provider to meet the deadlines, inability of the service provider to submit documents of good quality, unforeseen internal and external structural as well as natural aspects that are beyond the control of both parties.

7. Project Management and Service Provider's Tasks and Responsibilities

Original invoices, together with all relevant documents, shall always support claims for payment by the service provider. Invoices will only be processed once the Palama Project Manager has approved the quality of the product/ service.

8. Copyright and Ownership

The designed and printed Annual Report and Strategic Plan remain the property of Palama.

9. Format of Proposal

The proposal submitted to Palama must contain the following information:

- i. Company profile, including ownership;
- ii. Description of previous experience in the area of layout, designing and printing of documents such as the Annual Report and Strategic Plan, and the names and contact details of at least three clients who can provide reference for your work;
- iii. A project plan, outlining deliverables at key stages of the project; and
- iv. Costing for the outcomes of each document described in point 2 of these terms of reference, including variations of 25% in the number of pages.

SPECIAL CONDITIONS TO BIDS:
PALAMA BID: 06/2009

LAYOUT, DESIGN, LANGUAGE EDITING AND PRINTING OF
PALAMA 'S STRATEGIC PLAN AND ANNUAL REPORT

1. The Preferential Procurement Policy Framework (PPPF) is applicable:
 - a. The 90/10 preference point system will be applicable for the PPPF;
 - b. The following values are also applicable for the 80 points in the PPPF.

Total price of offer 50% and functionality of offer 50%.

Palama shall evaluate the functionality of each proposal (using specialists in the sector), taking into account the following criteria:

Directive	Points
1. Organisation profile and experience	30
2. Printing facilities in house	25
3. Methodology and project planning	10
4. Quality of material (provide sample)	30
5. Tender proposal	5
TOTAL	100

2. A minimum bid of 70% for Functionality will be required for consideration of the bid.
3. The risks in the Terms of Reference paragraph 7 should be accepted.
4. Qualifications and expertise required – paragraph 4. The bidder should provide a list of his/her proposed facilitators that will be utilised for the execution of the contract. Replacements and additions to the facilitators list may only be done with the pre-approval of Palama.
5. The agreement between Palama and the contractor will be subject to the General Conditions of Contract (GCC).
6. Bidders should include in their proposal, a project plan with milestones and a firm price breakdown.
7. Social Responsibility

To reach the overall objective and to ensure the sustainability of this project, it is vital that it is recognised that it is our social obligation to make a contribution to the continued development of South Africa. Projects of this magnitude guarantee the service provider a substantial income stream for the duration of the project, therefore it is important that service providers take cognisance of their moral and social obligations and make a contribution through their guaranteed commitment to task teams or committees of the project and any other possible upliftment of the communities and recognise this as their social responsibility.

Bidders should specify what their guaranteed commitment as Social Responsibility will be. These commitments form part of the agreement between Palama and the successful bidder.

Special conditions 1-7 accepted.

Signature: Bidder

Print Name

Date: