



**Request For Proposal:
ASA PRINTING AND PACKAGING SERVICE PROVIDER
TENDER**

INTRODUCTION

The Accountancy SA (ASA) is the premier stakeholder communication vehicle of The South African Institute of Chartered Accountants (SAICA) to our members, namely; Chartered Accountants [CAs(SA)], Associate Accounting Technicians [AATs(SA)], and Associate General Accountants [AGAs(SA)], as well as all prospective CAs(SA) who are trainees registered for a three year training contract.

The ASA serves to provide broad accounting, auditing and taxation information as well as business trends to our stakeholders. Although much of the information is technical in nature, its content is intended to be less technical than the information found in other electronic SAICA communication.

SERVICE REQUIRED

SAICA is seeking to appoint one or more suitably qualified service providers to perform printing services for its monthly accountancy journal, Accountancy SA (ASA).

Service provider(s) will, at a minimum, be required to develop:

- To print and package a final product as per the monthly print instructions, and final sample
- To deliver to the final product to a minimum of two delivery addresses

In order to achieve the set requirements, the service provider(s) will be required to ensure the following:

- They have sufficient production capacity to print and package the product
- They have an ability to meet set deadlines
- They have quality control mechanisms in place

IN SCOPE

Print Specification and requirement

- 56 pages.
- 4 page cover.
- CMYK
- 30 000 copies.
- Perfect bound
- Bagging and Mailing.

Cover

- 135 gsm Mat gloss UV varnish, one side.

Paper

- 90 gsm Crystal Mat Triple Green.

Bagging and mailing

- Plastic bag with logo detail and address printed on it.

Print Quantity

- 30 000 Copies.
- Run on per 1000 copies.

Page Quantity

- 56 Pages + 4 Cover.
- Run on per Additional Section.

Delivery of Magazines for mailing

- Delivery 1 to Mailing house.
- Delivery 2 to Publisher (Quantity to be advised on each print run).

Please note, the following will be a determining factor in evaluating proposed solutions:

- Production Capacity
- Quality control systems
- Price
- Ability to meet deadlines for similar publications in companies history

RFP PROCESS

The tender process will be undertaken as follows:

- Service providers are requested to submit a formal proposal.
- A project team appointed by SAICA will review the Service Provider Proposals against a set of pre-defined criteria and rate the candidates on their ability to satisfy the requirements.
- **Prospective Service Providers will be required to attend a compulsory briefing session on Wednesday, 24 November 2010 at 08h00 at No. 7 Zulberg Close, Bruma Lake,**
- Prospective service providers be required to do a 30 minute presentation to the project team and answer questions on their proposals.
- SAICA will select one or more suitably qualified service providers. SAICA and the successful service provider(s) will then negotiate and agree a final contract for delivery of the proposed services.

Whilst SAICA is issuing this RFP in good faith, it reserves the right to cancel or delay the selection process at any time without providing reasons therefore, and reserves the right not to select any of the respondents to this RFP.

PROPOSALS

Formal proposals should be sent to the following address:

**Mncedi Mabona
c/o The South African Institute of Chartered Accountants
Integritas, 7 Zulberg Close
Bruma Lake
2198**

The prospective Service Provider must submit four (4) paper copies and one (1) electronic copy of the proposal. Documents submitted by prospective Service Providers will not be returned. E-mail or fax responses are **NOT** acceptable.

PROPOSALS SHOULD REACH SAICA BY 12H00 ON WEDNESDAY, 8 DECEMBER 2010

No extensions for submission of the proposal will be granted. **Late submissions, no matter what the cause, will be automatically disqualified.**

Any attempt to gain information on the RFP content and process in a manner deemed to be unfair or disadvantageous to other respondents or any attempt to influence the outcome of the response evaluation will result in immediate disqualification from the RFP process.

All costs associated with any aspect of developing a response to this RFP, including but not limited to collection and delivery, are for the respondent's account.

ASSESSMENT OF PROPOSALS

The proposals will be evaluated by a project team appointed by SAICA. This team may include external experts.

Unsuccessful respondents will be notified by e-mail and SAICA reserves the right to reselect prospective service providers should negotiations with any service provider(s) originally selected prove unsatisfactory or non-productive. A contract with the successful service provider(s) will only be deemed to be concluded when reduced to writing in a formal contract signed by the designated responsible persons of both parties.

Prospective service providers are reminded that their submission and costing will form an integral part of the evaluation, selection and contracting process and will therefore be carried through to the contracting stage. SAICA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.

Price is an important component of the evaluation; however, it will not be the most important aspect. The proposal will be judged in terms of all the criteria listed in the next section and the value that SAICA will derive from the services provided. SAICA will not necessarily accept the lowest overall pricing.

Evaluation of the responses will be done in four major categories, based on predetermined weightings.

The following defines each major category that will be used for the evaluation of the responses.

1. **DELIVERY AND SERVICES:** Evaluation based on:

- The quality of the response submitted,
- The quality of the work samples provided (i.e. similar products previously produces in line with the above mentioned specification)
- Knowledge displayed of the competencies to be addressed through a production plan

Comprises 60% of the overall score.

2. **PRICING:** Ranking of the pricing, estimate of the feasibility and sustainability of service delivery based on the pricing provided. SAICA will not necessarily accept the lowest overall pricing.

Comprises 30% of the overall score.

3. **BEE, HDI, SMME:** SAICA is a signatory to the BEE Charter for the accountancy profession. It also has a procurement policy which is set out on the SAICA website (www.saica.co.za). Compliance with BEE principles as evidenced in a BEE rating will be taken into account by the project team.

Comprises 10% of the overall score.

PLEASE NOTE:

The following will constitute grounds for immediate disqualification of a submission:

- Incorrect and incomplete submissions, including failure to provide the required statutory and general information
- Late submission of proposals.

PROPOSAL DOCUMENT

THE INFORMATION LISTED BELOW MUST BE PROVIDED IN THE FORMAT AS SET OUT IN THE ATTACHED RESPONSE SHEET.

CONDITIONS OF TENDER

Confidentiality

The tender organisation and SAICA agree to keep the terms of this tender and details of the tender organisation's proposal strictly confidential, including but not limited to any financial information provided, and will not disclose the content thereof to any third party, except as required by law.

Copyright

Copyright of the learning materials, learner guides, facilitator guides and assessment guides will rest solely with SAICA.

Termination of contract

SAICA reserves the right, upon 2 (two) weeks written notice to the chosen Service Provider, to terminate the contract during any time and award the contract to an independent third party, due to the Service Provider's non-compliance, either to the agreed service standards or breach of any of the conditions of the contract.
