



TERMS OF REFERENCE

PRINTING OF SMALL CLAIMS COURT BROCHURE SABFS009/2021

Advertisement Date: 18 October 2021

Closing Date: 3 November 2021

Closing Time: 17:00

1. BACKGROUND

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in term of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

The core objectives of the SABFS are to:

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriffs’ profession; and
- To provide overall Policy directives.

2. OBJECTIVES

The SABFS invites Request for proposals from qualified companies having relevant experience in delivering printing services for our Small Claims Court Information Brochure. The objective is that the brochure is printed into 11 of the official languages. This provides the public with access to the information in the language of their choice.

3. SCOPE OF WORK

The South African Board for Sheriffs require the services of vendors to provide us with quality printing services administered by qualified staff. Below are elements required to perform the tasks on this project. The SABFS will provide you with the approved translated copy brochure from which the translations must be done.

3.1. DELIVERABLES

3.1.1. The service provider should produce efficient and high-quality services in the following areas.

- a) A4 folded to A5 print
- b) Full colour print
- c) 8-page brochure
- d) High Gloss (80gm)
- e) Stapled
- f) Packs of 1000 for distribution
- g) Quote for English **only** for 3000 000, 5000 000 and 10 000 000 units printed
- h) Quote for all the official languages including English for 3000 000, 5000 000 and 10 000 000 units printed as per the table below:

Print Into
Afrikaans
Sesotho
Xhosa
Zulu
Tsonga
Ndebele
Siswati
Setswana
Venda
Sepedi

3.1.2. The printing service provider should include the following:

- a) All prints must be packed per language
- b) Must be delivered to our offices at 88 Loop Street, Cape Town

4. EVALUATION CRITERIA

4.1.1. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal will be given a technical score.

Criteria	Poi
Company experience in provision of the required services including specialised skills, expertise, and value-added services	60
Qualifications and experience of team members	40
TOTAL	100

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on technical criteria as listed above.

4.1.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

4.1.3. Supervision

The successful service provider will be regularly in contact with the communications manager whenever applicable.

4.1.4. Completion Criteria and Payment

- a) Payment will be made based on an agreement between the SABFS and the successful bidder.

4.1.5. Pricing Schedule

The following cost table should be utilised to submit the cost proposal:

Item	Quantity	Unit Price in (R)	Total Price in (R)
<u>Additional Costs</u>			
VAT			R
TOTAL AMOUNT			R

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

5. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents:

- a) Company profile
- b) Certificate of Registration
- c) Valid and original tax clearance certificate at the time of bid closing (bidders must ensure that their tax status is always compliant as failure to do so will result in an automatic disqualification)
- d) Valid and certified B-BBEE certificate/Sworn Affidavit (Not Compulsory – only used for claiming B-BBEE Points)
- e) List of three referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- f) Proof of banking details.
- g) Pricing Schedule
- h) Declaration of Interest

NB:

- Please note that the above requirements are mandatory and **MUST** accompany the proposal.
- Non-compliance with the above mandatory submissions will lead to a disqualification.
- Proposals must be properly indexed.

6. All enquiries relating to the tender must be communicated in writing only by no later than 12h00 on the 01 November 2021. All written communication should be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: SABFS0009/2021 – Printing of Small Claims Court Brochure
7. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and
8. Each applicant is required to submit one (1) Softcopy to proposals@sheriffs.org.za, no later than the stipulated closing date and time.
9. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.



Jody Van Wyk: Executive Manager SABFS