

RFQ : 17/04/2020 Design and Layout: SAJS

ASSAf seeks to appoint a service provider for a period of **24 months** to provide design and layout services for the *South African Journal of Science* (SAJS) (www.sajs.co.za).

All technical queries may be directed to Dr Linda Fick at linda@assaf.org.za

All queries relating to the bid documentation may be directed to scm@assaf.org.za

Deadline for submissions: **8 May 2020**

SCOPE OF WORK AND DELIVERABLES

Design and layout of articles and full issues of the *South African Journal of Science*: 6 issues per annum (12 issues over a period of 24 months); each issue comprises about 25 articles of varying length, not exceeding 120 pages per issue in total. Please see www.sajs.co.za for examples.

The specifications are as follows:

- Once-off initial design concept
- Design and layout of 120 pages per issue (and 12 issues in 24 months)
- Possible redrawing of up to 25 figures per annum
- Possible relabelling of up to 50 figures per annum
- Three sets of proofs per article (approximately 25 articles per issue)
- Export in PDF and EPUB format per article
- Design of cover per issue; sourcing of stock photos may be required
- Creation of Table of Contents per issue
- Compilation of full PDF and EPUB per issue

Service providers should have demonstrable expertise or experience in:

- scholarly journal layout including layout of text, tables and figures
- EPUB creation
- incorporation of digital tools such as ORCID, CrossMark, interactive PDFs

Knowledge of or experience in working from LaTeX or similar file types would be an advantage.

Service providers should be able to demonstrate that they have the capacity to meet the diverse specifications and tight deadlines.



SUPPORTING DOCUMENTATION

- B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE).
- Proof of CSD registration.
- Must be tax compliant.
- Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non Vat Vendor please indicate so.
- Completed Standard Bidding Document (SBD Forms)
- ASSAf has the right to withdraw any quotation at any time within the validity of the quotation. ASSAf will not award the contract to any bidder who does not comply with the terms and conditions of the Standard bidding document and will at its own discretion appoint next qualifying supplier.

EVALUATION CRITERIA FOR BIDS

The evaluation criteria for the assessment of the proposals will be based on functionality. Bidders who score points which exceed the minimum threshold provided on functionality will further be evaluated on price and on the level in the Broad Based Black Economic Empowerment (BBBEE) Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000 and Regulations of 2017.

All bidders who score less than 70 out of 100 points for functionality will not be considered for further evaluation. Bidders may be requested to provide evidence and examples of previous work and/or references.

The 80/20 Broad Based Black Economic Empowerment (B-BBEE) Status level contributor shall be applicable.

The following criteria will be used

Rating Scale:

0 = non-compliance	1 = poor	2 = fair	3 = good	4 = very good	5 = excellent
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CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
Expertise	Expertise and ability to provide scope of the work and deliverables	30%
Experience	Experience in providing scope and deliverables	30%
Capacity	Capacity to deliver on scope and specifications	15%
Client feedback	Feedback from previous or existing clients	10%
Examples of work	Three examples of work of excellence	15%

MANDATORY REQUIREMENTS

In summary, ensure that the following are attached (mandatory requirements):

- The company profile detailing infrastructure, experience, and capacity
- Three (3) references from past or present clients on similar assignments.

- All Standard Bidding Documents (SBD forms) must be fully completed and signed.

Note: Bidders who fail to comply with the mandatory requirements will be disqualified and not considered for any further evaluation.

Late Bids. Bids received late will not be considered.

ASSAf has the right to withdraw any quotation at any time within the validity of the quotation.