

**RFQ : 19/March/2024/Editor**

Proposal submission date: **28 March 2024 at 12:00**

The Academy of Science of South Africa (ASSAf) would like to appoint a professional service provider for purposes of copy editing of its reports as and when necessary. Copy editing is a more intensive process that involves looking at aspects such as writing style, sentence flow, word repetition and overall structure according to the ASSAf style guide (this will be provided). An edit can involve some rephrasing of passages and reworking of complex sentences to improve readability or clarity of argument.

**Terms of reference/Specifications**

**Eligibility profile**

The prospective service provider should be able to demonstrate and provide the following in their submission:

- Examples of editing of:
  - Annual Reports
  - Scientific/Academic Reports
  - Scientific/Academic Proceedings Reports
- 3 Reference letters from clients for which work has been completed (at least 2 from science related entities)
- Service provider's profile – including qualifications to indicate the ability required.
- Name/s of the person/s who will be responsible for undertaking the Academy's work.
- The ability to perform under pressure and keep to short deadlines
- Familiarity and experience with the South African Science system.

**Product/service description**

**Consensus studies**

Number of reports - 2

Number of pages - approximately 120

Size of pages - A4 pages (approximately 560 words per page)

**Proceedings**

Number of reports - 6

Number of pages - approximately 60

Size of pages - A4 pages (approximately 560 words per page)

### **Annual Report**

Number of reports - 1

Number of pages - approximately 130

Size of pages - A4 pages (approximately 560 words per page)

### **Annual Performance Plan**

Number of reports - 1

Number of pages - approximately 60

Size of pages - A4 pages (approximately 560 words per page)

### **Ad hoc Publications (various publications)**

Number of pages - approximately 100

Size of pages - A4 pages (approximately 560 words per page)

### **Duration of the contract**

ASSAf intends to enter into a Service Level Agreement with a successful service provider for a period of two (2) years.

### **Costing**

- Service providers should provide detailed proposals which should amongst others indicate a **rate per A4 page with 560 words per page**.
- Prices quoted must be inclusive of VAT. In case of a Non-Vat Vendor please indicate so.
- The successful service provider should be prepared to engage in price negotiation
- All technical queries may be directed to Henriette Wagener at [communications@assaf.org.za](mailto:communications@assaf.org.za)
- All SCM queries may be directed to Didi Rambau at [didi@assaf.org.za](mailto:didi@assaf.org.za)

### **EVALUATION CRITERIA**

The evaluation criteria will be based on compliance, specifications and pricing.

### **SUPPORTING DOCUMENTATION**

- 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.
- 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 bidding document and will at its own discretion appoint next qualifying supplier.