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## Ambasáid na hÉireann | An Afraic Theas Embassy of Ireland | South Africa

### **Request for Tenders for the provision of Graphic Design and Related Services to the Embassy of Ireland in South Africa**

**Tender procedure: Open procedure**

**Tender Deadline: 07 September 2022**

The Embassy of Ireland in South Africa invites responses from economic operators for the provision of the services as described below in this Request for Tenders document. The Embassy of Ireland in South Africa is the contracting authority for this public procurement competition.

In summary, the Services comprise: **Graphic Design and Related Services**

This public procurement competition relates to the provision of graphic design and related services as may be required by the Embassy for the purposes of producing:

- Print communication items (e.g. reports, leaflets, brochures, infographics and flyers in print and online formats;
- Digital communication tools (e.g. infographics, animations, web assets and audio/visual content)
- Publications and communication campaigns

The selected service provider must be capable of providing such services in a manner that complements existing publications and other communications by the Embassy.

Any contract that may result from this public procurement competition will be issued for a period of 12 months with the option to renew for a further 12 months (i.e., 24 months in total) subject to satisfactory performance and the Embassy's business needs.

### **Statement of Requirements**

Tenderers must address each of the issues and requirements in this part of the Request for Tender and submit a detailed description in each case which demonstrates how these issues and requirements will be dealt with / met and their approach to the proposed delivery of the Services. A mere affirmative statement by the Tenderer that it can/will do so or a reiteration of the tender requirements is NOT sufficient in this regard.

The Embassy has a wide range of general design requirements typical of a Government Department, including reports, leaflets, brochures, infographics and flyers in print and online formats.

In order to meet the foregoing requirements, the Embassy proposes to select a single suitably qualified service provider who would be called upon to meet the Embassy's graphic design and related requirements as and when they arise.

Tenderers should note that any downstream procurement arising in the course of assignments will be overseen by the Embassy and must conform to general public procurement rules. Depending on the value of the downstream procurement arising in a particular case, the Embassy may be obliged to conduct a separate procurement process.

The selected service provider must be capable of providing a full spectrum of graphic design and related services in a manner that complements existing publications and other communications by the Department, to include:

- creative input to document, electronic and/or other media design (including logos)
- management of specific design projects
- occasional placement of print and other advertising
- design of displays and materials (including multi-media materials) for use in relation to public events
- design of branding for media/press publications, press conferences, report launching, signage, print management, supervision and ancillary services

The selected service provider will be required to work closely with the Embassy's Communications Team and must have the resources and technical facilities to interface seamlessly with all standard software packages used by the Embassy.

#### **Selection Criteria.**

- Stage 1- Prequalification
- Stage 2 – Technical evaluation
- Stage 3 – Cost evaluation

#### **Stage 1: Prequalification**

Tenderers will be evaluated on the following commercial requirements; -

- the Company is a duly licensed service provider according to relevant national laws and regulations: **CIPC certificate**
- Tax compliance pin
- Id copy of the company representative/s
- BEE Certificate – Level 1 to 3

Failure to meet the required pre-qualification criteria will lead to disqualification.

#### **Stage 2: Technical Evaluation**

All Tenderers must demonstrate that they have the following technical and professional ability and must furnish the following documentation with their Tenders. Failure to meet the required technical criteria will lead to disqualification.

- **Requirements:**

- Tenderers must have a substantial track record and experience in the provision of high quality graphic design and related services for clients with a national and/or international profile.
- Tenderers must provide three references from substantial clients attesting to the tenderer's capacity to provide a high standard of service, as well as a high standard of creative and management input for demanding and challenging projects. Contact details for referees must be provided to enable the Embassy to obtain direct verification of capacity from the referees in question.
- Tenderers must submit a representative sample of graphic design and project work (including logos) with relevant supporting documentation to verify that it has achieved significant recognition and acclaim.
- Tenderers must submit CVs setting out the qualifications and experience of the principal design and management staff, as well as for the nominated manager who will handle the Embassy's account.
- Tenderers must submit details of facilities and technologies available and confirm their capacity to interface with all mainstream software systems in use by providers of print services.

### **Stage 3: Cost Evaluation**

All Tenderers must complete the Pricing Schedule at Appendix 1 to this RFT. The financial evaluation will be based on an all in professional hourly fee rate stated in Appendix 1.

All prices quoted must be all-inclusive (i.e. including but not being limited to shipping, packaging, delivery, ancillary costs and all other costs/expenses), be expressed in ZAR only and exclusive of VAT. The VAT rate(s) where applicable should be indicated separately.

Tenderers must confirm that all prices quoted in the Tender will remain valid for 12 months commencing from the Tender Deadline.

Any currency variations occurring over the term of the Services Contract shall be borne by the Tenderer.

Payments for Services provided pursuant to this RFT shall be subject to and made in accordance with the Services Contract.

### **Award Criteria**

<b>Criteria</b>	<b>Weighting</b>
<b>Proposed methodology/approach to the assignment.</b> <ul style="list-style-type: none"> <li>○ Service proposal of not more than five A4 sized pages in length setting out clearly the resources (human and technical) and methodology offered for the handling and delivery of graphic design and related assignments</li> </ul>	40%

<ul style="list-style-type: none"> <li>- Including quality of the specific resources offered, service management and quality control.</li> <li>○ Tenderers must submit details of facilities and technologies available and confirm their capacity to interface with all mainstream software systems in use by providers of print services.</li> </ul>	
<p><b>Evidence of relevant experience in similar scope of work:-</b></p> <p>a. <u>Company experience:</u> -</p> <ul style="list-style-type: none"> <li>○ Substantial track record - company profile</li> <li>○ Tenderers must provide three reference letters</li> <li>○ Tenderers must submit a representative sample of graphic design and project work (including logos) with relevant supporting documentation to verify that it has achieved significant recognition and acclaim.</li> </ul> <p>b. <u>Project team experience</u></p> <ul style="list-style-type: none"> <li>○ Tenderers must submit CVs setting out the qualifications and experience of the principal design and management staff, as well as for the nominated manager who will handle the Embassy's account.</li> </ul>	30%
Costs as set out in the Financial Proposal. Financial evaluation will be based on the stated all in professional hourly fee rate in Appendix 1	30%

### **Tender Submission Requirements**

Tenderers should prepare a service proposal of not more than five A4 sized pages in length setting out clearly the resources (human and technical) and methodology offered for the handling and delivery of graphic design and related assignments.

The proposal should address how they will work with the Embassy with regard to carrying out assignments from initial concept through to the production stage, including additional services to support public presentation events as required. The service proposal should indicate the quality control methods that will be used to ensure that all aspects of the work are delivered promptly and efficiently.

Tenders must be submitted via email at [PRETORIAEMProcurement@dfa.ie](mailto:PRETORIAEMProcurement@dfa.ie) .

Only Tenders submitted to this email address will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post or hand delivery) will NOT be accepted.

Tenders must be received not later than 7 September 2022. Tenders that are received late WILL NOT be considered in this Competition.

Each Tenderer is limited to submitting one Tender in his own capacity and one Tender as part of a consortium/group of undertakings under this Request for Tenders.

## **General terms and conditions**

### **Freedom of Information**

It should be noted that any correspondence with the Embassy in relation to the review is subject to the application of [Freedom of Information legislation](#). This applies to the services under the contract and not the tendering and contracting process.

### **Governing Laws**

The work carried out by the Consultant, irrespective of where their offices are located, shall be deemed to be carried out in South Africa and shall be governed by the laws of South Africa.

### **Publication**

Rights concerning the production of reports or any other business documentation and those relating to their reproduction and publication will remain the property of the Embassy. No document based, in whole or in part, upon the work undertaken in the context of the Contract awarded following this tender may be published except with the prior formal written approval of the Embassy.

### **Conflict of Interest**

Tenderers must disclose in their submissions details of any circumstances, including personal, financial and business activities that will, or might, give rise to any conflict of interest associated with any current or previous engagement/programme undertaken, or any relationship that may reasonably be perceived to potentially conflict or impact on their ability to participate in the Tender Process or fulfil the requirements of the engagement. This also includes any sub-contractor.

Failure to disclose a material conflict of interest may disqualify a Tenderer or cause the termination of any subsequent contract and entitle the Embassy to seek remedies, such as cost or compensation for loss.

Where Tenderers identify any potential conflicts they should state how they intend to avoid such conflicts. The Embassy reserves the right to reject any submission which, in the Embassy's opinion, gives rise, or could potentially give rise to, a conflict of interest.

## **Tendering Costs**

The Embassy will not be liable in respect of any costs incurred by Tenderers in the preparation of tenders or any associated work effort, including the supply of equipment, where relevant, for evaluation and the return of such equipment to tenders, following such evaluation.

## **Content of Tender**

Information supplied by tenders will be treated as contractually binding. However, the Embassy reserves the right to seek clarification or verification of any such information. Post-tender qualifications or revisions will not be acceptable and may invalidate the tender.

The Embassy reserves the right to update or alter the information contained in this document at any time, but not later than 7 days before the closing date of the call for tender. Participating tenders will be so informed, should the need arise.

The Embassy reserves the right to request additional information from the tenders after the closing date.

## **Interpretation of the Tender**

It is the duty of the tenderer to fully understand and correctly interpret this tender. At all times, the tenderer has the responsibility to notify the Embassy, in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in this tender, as it is discovered, or to request any instruction, decision, clarification or direction that tenderers may require to prepare a Tender.

Whilst every endeavour has been made to give Tenderers an accurate description of the requirements, Tenderers should form their own conclusions about the methods and resources needed to meet these requirements. The Embassy does not accept responsibility for the Tenderers' assessment of the requirements.

## **Tender Acceptance or Rejection**

The Embassy reserves the right to hold Tenderers strictly to the terms and conditions submitted in their Tenders and also reserves the right to accept or reject in whole, or in part, any or all Tenders in response to this tender. Tenderers are specifically notified that failure to comply with or respond to any part of this tender (other than those elements clearly indicated as optional) may result in rejection of their Tender as non-compliant. Tenderers whose tenders are not accepted will be notified in writing on finalisation of the competition.

## **Right to Amend or Terminate the Tender Process**

The Embassy may, in its absolute discretion:

- change the basis of, or the procedures (including the timetable) relating to the tender process;
- reject any or all of the tenders;
- invite Tenderers to proceed further at any stage of the tender process;
- furnish Tenderers with additional information in respect of any aspect of the Services; or abandon the tender process.

## **Appendix 1: Pricing Schedule**

### **FINANCIAL SCHEDULE GIVING DETAILS OF COST PROPOSAL**

The professional hourly fee rate must represent the charge for the services detailed in the tender specifications and as listed below. The fee quoted must be inclusive of all costs (domestic travel, facilities, equipment, supplies, telephone, email, IT, institutional levy and any other third party costs) all exclusive of VAT.

The fee shall be fixed for the duration of this engagement, including any permitted extensions. The fee rates quoted must relate to productive (working) time.

<b>GRAPHIC DESIGN AND RELATED SERVICES 2022</b>	Hourly rate (Excluding VAT)	Applicable Rates of VAT
All in Professional Hourly Fee Rates		

#### **Notes:**

Tenderers must state the actual rates that will be charged to the Embassy inclusive of any discount. These rates will be binding over the duration of the contract.

The hourly rate provided must represent the charge for the services detailed in the tender specifications.

Failure to complete the schedule in the format specified may result in your tender being rejected.

## **Appendix 2**

### **Confirmation of Bona Fides**

We the undersigned do offer in accordance with the Terms of Reference specified therein to provide professional services for the Embassy of Ireland in South Africa at the fee rate set out in Appendix 1 and subject in all respects to the Terms of Reference and Terms and Conditions of the RFT published with this call for tenders which we have read and accepted.

We confirm that all information and commitments contained in or referred to in our tender are (i) accurate and correct, and (ii) accurately reflect our actual current operational and financial capability.

We confirm that our tax affairs are in order and that, if awarded the contract, we will be in a position to provide the Embassy promptly with a current valid Tax Clearance Certificate.

We confirm that this Tender shall remain irrevocable open for acceptance by you for a period of 6 months from the closing date for receipt of tenders and it shall remain binding upon us for that period or such other period as we may agree.

We acknowledge that no legally binding agreement exists between us unless and until our offer is accepted by you and a contract in the form set out in this request for tenders has been concluded.

We understand that the Minister of Foreign Affairs is not bound to accept the lowest or indeed any tender it may receive and may abandon or terminate the tender process at any time.

**Signature of tenderer or authorised agent:**

Printed Name:

Name of Tenderer:

VAT No:

Postal Address:

Telephone no:

E-mail:

**Appendix 3**

**PERSONAL SITUATION DECLARATION FORM**

Name of Tenderer:

Address:

Country:

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

(1) The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.



Yes [ ☐ ]          No [ ☐ ]

(2)      The Tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.

Yes [ ☐ ]          No [ ☐ ]

(3)      The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgment which has the force of res judicata or been guilty of grave professional misconduct in the course of their business.

Yes [ ☐ ]          No [ ☐ ]

(4)      The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in any State in which the tenderer is located.

Yes [ ☐ ]          No [ ☐ ]

(5)      The Tenderer, a Director or Partner has been found guilty of fraud.

Yes [ ☐ ]          No [ ☐ ]

(6)      The Tenderer, a Director or Partner has been found guilty of money laundering.

Yes [ ☐ ]          No [ ☐ ]

(7)      The Tenderer, a Director or Partner has been found guilty of corruption.

Yes [ ☐ ]          No [ ☐ ]

(8)      The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation.

Yes [ ☐ ]          No [ ☐ ]

(9) The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency.

Yes [ ] No [ ]

(10) The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Yes [ ] No [ ]

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERER'S ORGANISATION

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this and future tenders.

SIGNATURE

DATE:

NAME

TEL: