

TERMS OF REFERENCE: ANNEXURE A

SCM /Tender Ref #:	DPME 04-2019/20
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Request for proposals for:	Supply and delivery of newspapers/magazines/publications for 2 years (2019/07/01 to 2021/06/30)
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1. BACKGROUND / CONTEXT

The Department of Planning, Monitoring and Evaluation (DPME) is in need of a service provider to provide daily newspapers/magazines/publications to the offices based in Gauteng, Tshwane and Cape Town. The structure of the department necessitates that newspapers be delivered to our executives at home as well as the offices.

Furthermore, the department wants to explore the various options of delivery of any publications. The available infrastructure of the department allows us to access technology through smart devices, laptops and office equipment. Guided by the cost containment measures in Government, the department wants to enter into a contract that will ensure service delivery and proof to ensure value for money.

2. PROBLEM STATEMENT / PURPOSE

To acquire services for the supply and delivery of newspapers and magazines (electronic and physical) on a daily/weekly/monthly basis to the Department of Planning, Monitoring and Evaluation (DPME) at agreed times and places for a period of 24 months (2 years).

3. OBJECTIVES AND SCOPE OF PROJECT

The department requires a company (s) that can provide the options as indicated below. The department will determine the most economical method to procure the services required. The Department of Planning, Monitoring and Evaluation reserves the right to appoint one company for both options or more than one company (split options) to provide the services required, which deems to be most economical for DPME.

3.1 Option1: Physical delivery of Newspapers and magazines

The daily/weekly/monthly provision of newspapers and magazines to DPME.

The service provider will be provided with a list of newspapers and magazines to be delivered during a particular month by the 15th of the preceding month. If no list is received by the 15th of the preceding month, the list of the previous month will apply.

a) Delivery address

- East Wing reception, Union Buildings, Government Avenue, Arcadia, Pretoria
- 330 Grosvenor Street, Hatfield, Pretoria
- Tuynhuys, Parliament Street, Cape town
- Week-end deliveries and deliveries to employee's private residents as required (Gauteng only), address will be provided upon award of the bid.

b) Time Frames

- All deliveries must be made before 7:30am
- Short deliveries must be corrected by 9:00am
- Weekend deliveries must be made before 7:30am
- Weekend short deliveries must be made before 9:00am
- Late and non-deliveries may not be invoiced
- Problem solving skills and be able to adjust or react to urgent requests
- Fast and effective deliveries at the physical addresses in Gauteng and Cape Town

c) Method

TERMS OF REFERENCE: ANNEXURE A

Physical and hand delivery of newspapers and magazines

- All newspapers/Magazines must be labeled with the recipient's name according to the list that will be provided
 - Newspapers must be neatly wrapped in plastic to protect against weather and must be sealed when delivered.
 - The driver/person delivering the newspapers/magazines must be presentable, identifiable and conduct themselves in a professional manner.
- d) Contingency plan
- Stipulate what measures will be in place should non delivery or late delivery occur
 - Time frames for delivery on emergency requests

3.2 Option 2: Electronic provision of subscription to newspapers and magazines

The provision of electronic newspapers/magazines/publications to DPME.

The service provider will be provided with a list of newspapers/magazines/publications to be made available for DPME electronically for senior managers to access on a daily basis.

a) Requirements for Online access:

- Access to publications must be available before 06h00
- Users must be able to download Newspapers/magazines/publications
- Online notification must be provided, free of charge
- Must be accessible through any smart device example laptop, desktop, smart phone or tablet
- Online access and download reports must be available for DPME to analyse on a monthly basis
- Subscriptions must be for 24 month
- The changes or amendments of user access must be done within 24 Hours of reporting
- Resolution of Access problems must be dissolve within 24 Hours

4. PROPOSED METHODOLOGY / APPROACH

The department will evaluate all bid that scored the minimum criteria and proceeded to price evaluation. The department will then determine the most economical method to contract the services. Bidders may provide proposals for Option 1 or Option 2 or both.

5. DELIVERABLES AND TIME FRAMES

- 5.1. Hand deliver newspapers/magazines/publication on a daily basis to the physical addresses provided in both Gauteng and Cape Town.
- 5.2. Accessibility of online publications within 24 hours of issuing of Purchase order.

6. PROJECT MANAGEMENT / REPORTING ARRANGEMENTS

Any short fall, non-delivery has to be reported immediately to DPME. Payment will be done on confirmation of actual deliveries of newspapers/magazines/publications.

7. OTHER

7.1. The Service Provider undertakes to:

- 7.1.1. Conduct business in a courteous and professional manner.
- 7.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 7.1.3. Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. DPME may monitor compliance for the duration of the contract and implement penalties for non-compliance.
- 7.1.4. Manage internal disputes among his/her staff in such a way that DPME is not affected by those disputes.

TERMS OF REFERENCE: ANNEXURE A

- 7.1.5. Comply with the DPME security and emergency policies, procedures and regulations at DPME premises.
- 7.1.6. Ensure that all work performed and all equipment used at DPME facilities are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of DPME;
- 7.1.7. Ensure that all staff working on this project are adequately trained prior to the commencement of the project.
- 7.1.8. Ensure that DPME is informed of any changes in staff related to the execution of the project. For security reasons, DPME reserves the right to vet all persons working on this project.
- 7.1.9. Undertakes to store and handover all data generated by the project to DPME in an accessible and confidential manner.

7.2. DPME undertakes to:

- 7.2.1. Manage the contract in a professional manner.
- 7.2.2. Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
- 7.2.3. Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the project.
- 7.2.4. Not tolerate any unfair labour practices between the service provider and their staff that happen during the execution of the project activities.
- 7.2.5. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.