

Midrand Office
Montrose Place
2nd floor
Waterfall Park
Bekker Street
Vorna Valley, 1685



Cape Town Office
Constitution House
12th floor
124 Adderly Street
Cape Town
8000

ADDENDUM

23 September 2022

To: Potential Service Provider/ Bidders

From: Supply Chain Management Unit

Subject: RFQ220902 PROCUREMENT OF SERVICES OF CORPORATE PRINTING OF PUBLISHED AND PRINT READY FILES (DIVISION OF REVENUE, TECHNICAL REPORT, POLICY BRIEFS AND ANNUAL REPORT) AS AND WHEN REQUIRED FOR A PERIOD OF 12 MONTHS

The FFC seeks to solicit proposals from potential bidder(s) for the provision of **to provide the FFC of corporate printing service of PDF files, as and when required for a period of 12 months.**

Original Scope of Works:

Section 2, page 3 -SCOPE OF SERVICES

The prospective service provider/s should provide the FFC with the services of corporate printing of Published and Print ready files (Division of Revenue, Technical report, Policy briefs and Annual report) as and when required as follows:

- ✓ Softcover printing and binding of the print-ready PDF Annual Submission for the Division of Revenue published.
- ✓ Newsletter printing and saddle stitching of the print-ready PDF Policy Briefs published.
- ✓ Softcover printing and binding of the print-ready PDF of the Technical Reports published.
- ✓ Softcover printing and binding of the print-ready PDF of Annual Reports published

Documents	No of documents	Estimated number of copies to be printed	Estimated number of pages, excluding the cover pages
Annual Report	1	20	90 pages
Division of Revenue	1	100	224 pages
Policy Briefs	11	10	4 to 5 pages (no covers)
Technical Report	1	20	479 pages

NB* Samples of these documents can be found on the FFC website.

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Amended Scope of Works:

2. SCOPE OF SERVICES

The prospective service provider/s should provide the FFC with the services of corporate printing of Published and Print ready files (Division of Revenue, Technical report, Policy briefs and Annual report) as and when required for a period of 12 months as follows:

- ✓ Annual Report: A4 – cover printed full colour outside only on 250 gsm matt; text printed on 135 gsm gloss – 90 pages full colour throughout – PUR binding
- ✓ Division of Revenue: A4 – cover printed full colour both sides on 250 gsm matt; text printed on 118 gsm gloss – 224 pages full colour throughout – PUR binding
- ✓ *Policy Briefs (11 different): A4 self-cover printed full colour throughout on 135 gsm gloss – I think quote for 8 pages (they say 4-5 pages) - saddle stitched
- ✓ Technical Report: A4 – cover printed full colour outside only on 250 gsm matt; text printed on 118 gsm gloss – 480 pages full colour throughout – PUR binding

* For the Policy Briefs which are saddle stitched, the printing needs to be done on A3 sheets that are folded to A4. That means that they will be either 4 pages or 8 pages. In case of policy briefs that are longer than 4 pages, the remaining blank pages will be printed with lines like a notepad. The pages for the 11 different policy briefs are: 4, 6, 5, 5, 4, 7, 6, 7, 4, 4, 4, totalling 56 pages, i.e. 80-56 = 24 pages of the 6 Policy Briefs with more than 4 pages will be notepad lines.

Note: FFC will provide the print-ready files.

- Due to this addendum, the closing date of this RFQ is amended to the 30th of September 2022 not later than 14h00pm.

The conditions of the bid, except for the amendments as detailed above remain the same.

Please note that for Submission please email to procurementJS@ffc.co.za.

Yours sincerely,
Supply Chain Management Unit