



NEPAD PLANNING AND COORDINATING AGENCY

Request for Bids Framework Agreement

LOT 1: PRINTING OF DOCUMENTS

LOT 2: SUPPLY OF BRANDED PROMOTIONAL MATERIALS

LOT 3: DESIGN & LAYOUT OF NEPAD AGENCY PUBLICATIONS

LOT 4: COPY, EDITING & PROOF READING OF NEPAD AGENCY DOCUMENTS

Procurement Number: 06/NPCA/CS/ADMIN/FMC/2018

1. The NEPAD Agency has allocated funds and intends to apply part of the proceeds toward payments under Call-off Contracts that may be awarded under the Framework Agreements (FAs) for above listed items concluded through this RFB Primary Procurement process.
2. The NEPAD Agency is undertaking the Primary Procurement with a view to concluding Framework Agreements. The NEPAD Agency is the sole Purchaser under the Framework Agreement[s]. The NEPAD Agency now invites sealed Bids from eligible Bidders for supply of various branded promotional material, Design & layout services, printing of various documents and copy, editing & proof reading services for a period of two (2) years.
3. The Framework Agreement(s) to be concluded will be Single-User. The Single-User entitled to purchase under the Framework Agreements is **NEPAD Planning and Coordination Agency**.
4. The Framework Agreements to be concluded will be “Multi-Supplier.”
5. The selection of a FA Supplier to be awarded a Call-off Contract will be done through a Secondary Procurement process as defined in Framework Agreement. However, the conclusion of a Framework Agreement shall not impose any obligation on the Procuring Agency, including participating Purchasers, to purchase Goods and services under a Call-off Contract. The conclusion Framework Agreement does not guarantee that a FA Supplier will be awarded a Call-off Contract.
6. Bidding is open to all suppliers and service providers who can demonstrate that they have provided similar services for the past two (2) years.
7. Bidders may submit Bids for one or more lots.
8. All bids must be valid for 90 days and must be accompanied by a bid security of Ten Thousand South Africa Rands (ZAR 10,000.00) or its equivalent in a freely convertible currency in the form of a Bank Guarantee.
9. The Framework Agreements shall be concluded for a Term of two (2) years from the commencement date stated in the Framework Agreement.

10. The Primary Procurement shall establish a Closed Framework Agreement(s).
11. Interested eligible Bidders may obtain further information from NEPAD Contact Person (Mr. Batho Maruping) email: bathom@nepad.org and copy procurement@nepad.org Tel: +27112563000.
12. A complete set of the bidding documents in English may be downloaded (in read-only form) from NEPAD website (www.nepad.org/tenders) by interested bidders.
13. Bids must be delivered in hard copies to the address below on or before **November 8, 2018 14.30 hrs** (South Africa time) Electronic Bidding will not be permitted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend, at the address below on November 8, 2018 at 14.45 hrs (South Africa time)
14. The address(es) referred to above is (are):

The Chairperson,
Internal Procurement Committee (IPC)
NEPAD Planning and Coordination Agency
(Tender box situated on ground floor by the reception)
230, 15th Road, P. O. Box 218 Midrand,
1685 Johannesburg, South Africa

Attention of: Procurement Division