



## **ADDENDUM**

**SPECIFICATIONS FOR SUPPLY & PROVISION OF SERVICES : FOR PUBLICATION, DESIGN  
AND PRINTING FOR THE APRM SECOND-GENERATION COUNTRY REVIEW REPORT FOR  
SOUTH AFRICA AND THE COUNTRY REVIEW REPORT FOR NAMIBIA**

**Procurement Number: APRM/RFQ /AfDB /DPR/ CRMSA+CRMN/2022**

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NOVEMBER 2022

### ADDITIONAL INFORMATION & EXTENSION CLOSING DATE

#### ADDITIONAL INFORMATION & CLARIFICATION– AS REQUEST BY BIDDERS CRM PRINTING SERVICES - REPORT SOUTH AFRICA & NAMIBIA

No	Question	Response
1	How many pages will each report be?	200-250 pages for both South Africa and Namibia reports
2	How many graphs, infographics will each report be?	South Africa Report estimate: 1 Map; 23 Figures; 11 Tables; 17 Boxes including Commendable Practice Boxes Namibia Report estimate: 1 Map; 9 Figures; 23 Tables; 14 Boxes including Commendable Practice Boxes
3	Should we quote for stock images, if so, how many?	APRM will provide any images required. Any stock images to proposed for use will be provided by APRM from Adobe Stock. Please send the preview file, and APRM will purchase using their stock image account from Adobe stock. The designer should not quote for images.
4	Is there a possibility that this tender deadline will be extended?	Yes. The deadline has been extended to 09 November 2022 at 11:00 SAST
5	Branding Guidelines	APRM will provide logos, colours and typeface
6	The tender Closing date has been extended from 3 <sup>rd</sup> November 2022 at 11.00 SAST to 09 November 2022 at 11:00 SAST	

Quotations must be received, through email: [tender@aprm-au.org](mailto:tender@aprm-au.org) on or **09 November 2022 at 11.00 Hours South Africa time**

### 1) BACKGROUND

The African Peer Review Mechanism (APRM) was initiated in 2002 and established in 2003 by the African Union in the framework of the implementation of the New Partnership for Africa's Development (NEPAD). A voluntary self-assessment tool instituted by African Heads of State in 2003, the APRM was designed to promote more effective governance across four thematic areas: Democracy and Political Governance, Corporate Governance, Economic Governance and Management, and Socio-economic Development.

On 28th March 2018, the Board of Directors of the African Development Bank approved the APRM Institutional Support Project and the subsequent Grant. The project will help strengthen the APRM and contribute to the delivery of its mandate. It will support the implementation of the 2016-2020 Strategic Plan and reposition the APRM as an instrument for monitoring AU Agenda 2063 and the SDGs. Apart from addressing the immediate challenges faced by the Mechanism,

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the grant will help in the review and refinement of the APRM tools and processes, to ensure that the Mechanism remains relevant in a rapidly changing world and is also able to take on board the expanded mandate and expectations of member countries. The intends to apply part of the grant towards procurement of a firm provision of Publication, Design/Printing Firm to publish, design and print the APRM Second-Generation Country Review Report for South Africa and the Country Review Report for Namibia.

The APRM invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except were modified by this Request for Quotations

The quotation MUST be received on or **before 09 November 2022 at 11.00 (a.m.) hours** South Africa time. Submission Email: [tender@aprm-au.org](mailto:tender@aprm-au.org) and title of procurement should read:

**Procurement Number: APRM/RFQ /AfDB /DPR/ CRMSA/2022: PROVISION OF SERVICES FOR PUBLICATION, DESIGN AND PRINTING FOR THE APRM SECOND-GENERATION COUNTRY REVIEW REPORT FOR SOUTH AFRICA AND THE COUNTRY REVIEW REPORT FOR NAMIBIA.**

Bid received after the closing date and time shall be rejected.

#### **b) OBJECTIVES OF THE SERVICE**

- The main objective of this contract is to appoint the Publication Designer/Printing Firm for the efficient and effective provision of services in the design, publishing and printing of the APRM Second-Generation Country Review Report for South Africa and the Country Review Report for Namibia. The service to be provided by a Publication Designer and Printer must be of a high standard and he/she must be able to deliver on tight schedule deadlines.
- Design, layout and printing adhering to the African Union Formatting and design guide.
- To conceptualize and develop a theme with related design. The design process must take into account the inclusion of tables, charts, graphs and images as well as design concept work with at least two versions of design and review of chosen design.
- To publish and design the document prior to layout and proofread after the layout and typesetting of the document.
- APRM will provide information in electronic format in Microsoft (Word & Excel), logos, as well as other additional images for use in the documents. The publication designer may also be required to source images (take photos), additional to any images supplied by APRM.
- The printing firm must be based in the vicinity of Midrand, South Africa
- The printing process must take into account the inclusion of tables, charts, graphs and images as well as design concept work with at least two versions of design and review of chosen design.
- 50 Printed final copies submitted with Printed Reports B5 size, printed in full colour on art paper 130 gsm gloss on the inside and cover on artcard 300 gsm, Matt laminated, perfect

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bound, printed back-to-back for each of the two reports (50 copies of the South Africa Report, and 50 copies of the Namibia Report).

### c). SCOPE OF WORK/ DUTIES AND RESPONSIBILITIES

The main objective of this contract is to appoint the Publication Designer/Printing Firm for the efficient and effective provision of services in the design and publishing of the APRM Second-Generation Country Review Report for South Africa and the Country Review Report of Namibia. The service to be provided by Publication Designer must be of a high standard and he/she must be able to deliver on tight schedule deadlines.

- Design, layout and publish report adhering to the African Union Formatting and design guide.
- Design, layout, publish and print the report and submit the following:
  - (1) a print ready file
  - (2) a PDF for the website
  - (3) design files for future use by APRM
  - (4) Source ISBN Number
  - (5) South Africa Report: 50 Printed Reports B5 size, printed in full colour on art paper 130 gsm gloss on the inside and cover on artcard 300 gsm, Matt laminated, perfect bound, printed back to back; and
  - Namibia Report: 50 Printed Reports B5 size, printed in full colour on art paper 130 gsm gloss on the inside and cover on artcard 300 gsm, Matt laminated, perfect bound, printed back to back.

## 2). SECTION A: Description of the Goods/Services

**Table 1a: Design and Printing of the Second-Generation Review Report of South Africa**

#	ITEM DESCRIPTION	QUANTITY	UNIT COST IN RAND	REMARKS
1	<p>Designed Print Ready File and Pdf for the APRM website Design, layout and publish report adhering to the African Union Formatting and design guide.</p> <p>50 Printed Reports B5 size, printed in full colour on art paper 130 gsm gloss on the inside and cover on artcard 300 gsm, Matt laminated, perfect bound, printed back-to-back, with final design files for future use</p> <p><b>Detailed Description</b></p> <p>'Design, layout, publish and print the report and submit the following:</p> <p>(1) a print ready file</p> <p>(2) a PDF for the website</p>	50		

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	(3) design files for future use by APRM (4) Source ISBN Number (5) 50Printed Reports B5 size, printed in full colour on art paper 130 gsm gloss on the inside and cover on artcard 300 gsm, Matt laminated, perfect bound, printed back to back			
2	A sample artwork shall be approved before full production			
3	The hard copies shall be delivered to APRM offices, in Midrand and shall be inspected and received upon confirmation that they meet the specifications.			
	VAT (TAX)			
	Total cost inclusive taxes			

**Table 1b: Design and Printing of the Review Report of Namibia**

#	ITEM DESCRIPTION	QUANTITY	UNIT COST IN RAND	REMARKS
1	<p>Designed Print Ready File and Pdf for the APRM website Design, layout and publish report adhering to the African Union Formatting and design guide.</p> <p>50 Printed Reports B5 size, printed in full colour on art paper 130 gsm gloss on the inside and cover on artcard 300 gsm, Matt laminated, perfect bound, printed back-to-back, with final design files for future use</p> <p><b>Detailed Description</b></p> <p>'Design, layout, publish and print the report and submit the following:</p>	50		

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	(1) a print ready file (2) a PDF for the website (3) design files for future use by APRM (4) Source ISBN Number (5) 50Printed Reports B5 size, printed in full colour on art paper 130 gsm gloss on the inside and cover on artcard 300 gsm, Matt laminated, perfect bound, printed back to back			
2	A sample artwork shall be approved before full production			
3	The hard copies shall be delivered to APRM offices, in Midrand and shall be inspected and received upon confirmation that they meet the specifications.			
	VAT (TAX)			
	Total cost inclusive taxes			

The service to be provided by Publication Designer must be of a high standard and he/she must be able to deliver on tight schedule deadlines.
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### 3)TIMELINES AND DELIVERABLES:

The Publication and Printing Services should be completed within ten (10) working days as highlighted below for the South Africa Report and within an agreed time-frame before 03 December 2022 for the Namibia Report.

The Publication Designer/Printing Firm will work on publishing the South Africa Second Generation Review Report and the Namibia Country Review Report with the Country Review Coordinator for South Africa and Namibia or any other designated team member from the APRM as directed by the Country Review Coordinator for South Africa and Namibia.

DELIVERY SCHEDULE		
VARIOUS STEPS		DURATIONS (WORKING DAYS)
<b>Design, Publication and Printing of the South Africa Second-Generation Review Report</b>		
1	Designed Print Ready File and Pdf for the APRM website	5 days
2	50 Printed Reports B5 size, printed in full colour on art paper 130 gsm gloss on the inside and cover on artcard 300 gsm, Matt laminated, perfect bound, printed back to back, with final design files for future use	5 days

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<b>TOTAL</b>		10 days
<b>Design, Publication and Printing of the Namibia Country Review Report</b>		
1	Designed Print Ready File and Pdf for the APRM website	10 days or as agreed with APRM
2	50 Printed Reports B5 size, printed in full colour on art paper 130 gsm gloss on the inside and cover on artcard 300 gsm, Matt laminated, perfect bound, printed back to back, with final design files for future use	10 days or as agreed with APRM

#### 4)REPORTING AND ACCOUNTABILITY

The Publication Designer/Printing Firm will primarily report to the Country Coordinator at the APRM Continental Secretariat responsible for the South Africa and Namibia reviews. The Publication Designer/Printing Firm will work closely with the Country Coordinator and/or designated staff, to track the actual status of fulfilment of the deliverables and on the quality check for the technical deliverables.

#### 5)APRM Support

The APRM will be responsible and will endeavour to support the Publication Designer/Printing Firm by:

- Providing all the necessary information and reports to the Consultant/Printing Firm;
- Facilitating access to the African Union Formatting and Design guide.

#### 6)LOCATION

The Publication Designer/Printing Firm shall conduct all their work and communicate virtually with the APRM

### 2.1) DESCRIPTION OF THE SERVICE (As above)

### 3). MANDATORY REQUIREMENTS/EVALUATION CRITERIA

Submission of both a technical and financial proposal in Rand currency. The technical proposal should include, but not be limited to, the following:

- Renewed/Valid business license
- Detailed company profile, with key personnel relevant to the assignment
- Valid Certificate of Incorporation /Registration
- Company detailed physical address , telephone and email contacts

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- Record of accomplishment: Identify clients for whom you have done similar work and attach three recommendations on satisfactory work. Give details of the clients (location, telephone and email contacts)
- Identify printing capability (in-house).
- Provide qualifications and experience of print house.
- Work samples (electronic), including but not limited to the following:
  - distinctive cover samples and booklets
- The financial proposal should include the following:
- All bidders must provide a detailed cost breakdown for completing various requested items
- VAT certification of the company

#### **4). CURRENCY OF QUOTATION: Rand/ZAR**

The Publication Designer/Printing Firm shall be paid according to APRM Rules and Regulations. The offer should contain financial breakdown, including professional fees and other costs where applicable.

- The financial proposal should include the following:
- A detailed cost breakdown for completing various requested items
- VAT certification of the company

#### **5). SUBMISSION OF QUOTATION**

**Quotations must be received, through email: [tender@aprm-au.org](mailto:tender@aprm-au.org) on or before 09<sup>th</sup> November 2022 at 11.00 Hours South Africa time: The bid should bear the Title: **APRM/RFQ /AfDB /DPR/ CRMSA/2022: PROVISION OF SERVICES FOR PUBLICATION, DESIGN AND PRINTING FOR THE APRM SECOND-GENERATION COUNTRY REVIEW REPORT FOR SOUTH AFRICA AND THE COUNTRY REVIEW REPORT FOR NAMIBIA****

Quotations that are responsive, qualified, and technically compliant will be ranked according to price. Award of Contract will be made to the technically responsive and lowest priced quotation by the issue of a Purchase Order.

Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a delivery receipt or dispatch documentation, and subject to issue of a satisfactory inspection report.

The Project Coordinator.  
African Peer Review Mechanism, Private Bag x09, Halfway House, 1685,  
Physical Address: 230 15th Street, Randjes Park, 1st Floor, Midrand, South Africa ; Tel: +27  
11 256 3400/01/29 ; Fax: +27 11 256 3456 during working hours or through



African Peer Review Mechanism Secretariat (APRM)  
P.O. Box X09, Halfway House • Midrand 1685, South Africa.

**Physical Address:**

No. 230 15th Road, 1st Floor; Raandjes Park, Halfway House, Midrand  
South Africa

Tel: +27 (0) 11 256 3401 • Fax: +27 (0) 11 256 3456 • Website: [www.aprm-au.org](http://www.aprm-au.org)

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Email: for Enquiry only: [tenderinfo@aprm-au.org](mailto:tenderinfo@aprm-au.org) copy to Email: [info@aprm-au.org](mailto:info@aprm-au.org)

**6). SECTION B:**

Your quotation is to be returned (virtually) on this Form by completing and returning Sections B, C and D including any other information/certification required within this RFQ.

Section B: Quotation Details\_ TO BE COMPLETED BY BIDDER

- 1) Currency of Quotation: ... ..
- 2) Delivery period offered: ..... days from date of Purchase Order.
- 3) The validity period of this Quotation is: ..... days from the RETURN BY DATE.
- 4) Warranty period (where applicable):..... months.
- 5) We enclose the following document(s) as required by the Purchaser:  
.....  
.....  
.....
- 6) We confirm that our quotation is subject to the African Union General Conditions of Contract for Purchase Orders and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 7) We confirm that the prices quoted are fixed for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised for and on behalf of:

Company: \_\_\_\_\_  
Registered Address: .....

.....  
.....

If any additional documentation is attached, a signature and authorisation at Sections B, C and D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Sections B, C and D the quotation may be rejected.

**7)SECTION C: Schedule of Requirements (to be priced by Bidder)**

Item No	Description of Goods (In accordance with Section D)	Unit of Measure	Quantity	Unit Price	Total Price
	Refer to Table Section A above				
			Total		

Authorised By:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

## THE AFRICAN PEER REVIEW MECHANISM

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### SECTION D: Technical Data

Item No	Technical Data (Description of the Equipment or any technical information if any )

**We confirm that we comply with the technical requirements as detailed above.**

**Authorised By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_