

Extended Request for Quotation (RFQ) – Layout and printing of the 2023/24

Annual Report Braille

BACKGROUND

The GFC is an NPC entity within the Gauteng Provincial Government under the leadership of the Department of Sport, Arts, Culture and Recreation mandated with the development, promotion and coordination of the film and television production industry in Gauteng. In addition, the GFC is responsible for positioning the province as a world-class destination for filmmaking as well as attracting local and international investments in the film and television industry.

The GFC is required to draft, print and distribute the Annual Report as per guidelines contained in Section 40 of the Public Finance Management Act and Chapter 18 of the Treasury Regulations. The Annual Report should be distributed to oversight bodies including community organisations of the blind after tabling.

This service raises awareness about disabilities, reaching out to the diverse disability sector and working collaboratively to address common challenges faced by people with disabilities in our society. Through these reports, the department and the GFC promote access to information, ensuring that citizens of Gauteng who may not otherwise have access are informed about available services. The Braille Report and audio recordings are distributed to cluster offices, organizations for the blind, government departments, libraries, and stakeholders serving the visually impaired. Additionally, these resources cater to visually impaired individuals who are unable to read Braille.

LAYOUT AND PRINTING REQUIREMENTS FOR THE 2023/24 ANNUAL BRAILLE REPORT

The required services will be for the layout and printing of the 2023/24 Annual Braille Report, 10 hard copies and 10 USB recordings.

Proof of previous braille services must be provided. The service provider must be able to **work under pressure and around the clock (24/7)** to ensure the department meets the deadline as this is normally given within a short notice period.

Printing companies should be accredited for provision of braille services; provide proof (evidence) of previous braille services; as well as compliance in terms of the braille regulations and specialization in this specific field as required by Legislation.

Scope of work:

Description	Annual Braille Report
Number of hard copies	10 copies
Paper type	135GSM Camelot braille paper
Size	A4 Portrait
Number of pages /	Estimated 30 p. + covers (1 volume per copy) (3 000 words)
Cover type / gsm	305 gsm Sinar board with braille & print label
Delivery	4 November 2024
Audio Recordings	
USB	10 copies
USB Description	Name of the report; Year etc.
Outside cover:	Logo – Gauteng Film Commission (2023/24 Annual Braille Report)

Required Documents:

1. A detailed quotation outlining your proposed fees, timelines and any other related expenses.
2. At least 3 reference letters
3. Company Profiles
4. Previous braille copies to be delivered to GFC offices (address on the letterhead)
5. Tax clearance certificate accompanied by a pin for further verification.
6. Certified BBBEE certificate and CSD Registration number.
7. Completed SBD 4 and 6.1 forms.

8. Please submit your quotation and all relevant documents by no later than **(14 OCTOBER 2024 at 9:00)** via email ibanathim@gautengfilm.org.za.
9. Specialized inquiries should be directed to Ms. Nano Mothibi at nanom@gautengfilm.org.za.

Selection Criteria:

The selection of the service provider will be based on the scoring criteria below:

Only written inquiries will be attended to

	Percentage	Comments
BBBEE	10	Maximum
Specific Groups	10	
Woman	2	
Youth	2	
Township Economy	1	
People With Disability	1	
Ownership	4	51% and above PDI full 4 points, share certificate
Total	20	One scoring less than 50% either 1 or 2 points

BBBEE Contributor Level of Contractor	
BBBEE Contributor Level	Points
1	10
2	9
3	8
4	7
5	6
6	5
7	4
8	3
Non-compliant contributor (9)	0

We look forward to receiving your comprehensive quotation and further discussing this opportunity with you. If you have any questions or require additional information, please do not hesitate to contact us at 011 833 0409 or ibanathim@gautengfilm.org.za