



An Institution of the

**African
Union**



AFRICAN DEVELOPMENT BANK GROUP

PROCUREMENT NUMBER: APRM/RFQ /AfDB /CGP/ JAN/2025 FOR: SUPPLY & PROVISION OF SERVICES FOR PRINTING OF THE AFRICAN PRINCIPLES AND GUIDELINES ON CORPORATE GOVERNANCE

Procurement Number: APRM/RFQ /AfDB /CGP /JAN/2025

February 2025

Quotations must be received via email at: tender@aprm-au.org

Closing Date: 07 Feb 2025, 11.00 hrs (South Africa Time)

Background:

The African Peer Review Mechanism (APRM) was initiated in 2002 and established in 2003 by the African Union as part of the implementation of the New Partnership for Africa's Development (NEPAD). A voluntary self-assessment tool introduced 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 28 March 2018, the Board of Directors of the African Development Bank approved the APRM Institutional Support Project and the subsequent grant. This project will strengthen the APRM and contribute to the fulfilment of its mandate. It will support the implementation of the 2016-2020 Strategic Plan and reposition the APRM as an instrument for monitoring the African Union's Agenda 2063 and the Sustainable Development Goals (SDGs). In addition, to addressing the immediate challenges faced by the Mechanism, the grant will help review and refine the APRM tools and processes to ensure their relevance in a rapidly changing world. It will also allow the Mechanism to incorporate the expanded mandate and expectations of member countries. The APRM intends to apply part of the grant towards the procurement of a firm to print The African Principles and Guidelines on Corporate Governance report.

The APRM invites you to submit a 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 will be subject to the General Conditions of Contract for Purchase Orders (attached), except where modified by this Request for Quotations.

Bid received after the closing date and time will be rejected. The closing date is 06 February 2025 at 11.00 SAST.

Objectives of the service:

- The main objective of this contract is to appoint a printing firm for the efficient and effective provision of printing services for The African Principles and Guidelines on Corporate Governance book and a summary booklet.
- The services provided by the printing firm must meet high standards and the firm must be able to deliver within tight deadlines.
- The printing must adhere to the African Union's formatting and design guidelines.
- The printing process should accommodate the inclusion of tables and images.
- APRM will provide the ready-to-print book and flyer in PDF format.
- The printing firm must be based in the vicinity of Midrand, South Africa.
- The printing process must accommodate the inclusion of tables and images.

Section A:

1. Description of the Goods/Services

The main objective of this contract is to appoint a printing firm for the efficient and effective provision of printing services to produce The African Principles and Guidelines on Corporate Governance book and a summary booklet.

Table 1a: Printing of The African Principles and Guidelines on Corporate Governance

Mandatory Requirements – To be evaluated on the basis of Yes/ No	
No.	Requirement
1	Renewed/Valid business license
2	Detailed company profile, including key personnel relevant to the assignment
3	Record of accomplishment: Identify clients for whom you have done similar work and attach three recommendations on satisfactory work. Please include client (Location, telephone and email contacts).
4	The company's detailed physical address, telephone and email contacts.
5	Identify printing capability (in-house) and provide qualifications and experience of the printing house.
6	Work samples: distinctive cover samples, booklets and flyers
7	VAT certification of the company
8	Must have done similar work for the APRM or any other AU Organ in South Africa. If for any other AU Organ, a recommendation letter from the institution must be attached.
Delivery Period: 7 days only (no additional days than what is stipulated).	

2. Technical Requirements

No.	Item Description	Quantity
1	5 copies of the English book and 5 copies of the French book (A total of 10 copies). A4 size book with 95 pages printed in full colour, back-to-back on landscape paper with a 250 gsm gloss cover. Inside pages on 160 gsm matte paper, paperback binding with spine.	10 copies (5x English and 5x French)
2	25 English copies and 25 French copies of A5 booklet (A total of 50 copies). Printed on 160 gsm gloss paper in full colour. All 10 pages of the booklet should be on 160 gsm	50 copies (25x English and 25x French)

	gloss paper.	
3	A sample artwork shall be approved before full production.	
4	VAT (TAX)	
5	Total cost inclusive of taxes	

3. Additional Information;

No	Question	Response
1	How many pages will the book be?	90 to 95 pages for A4 books printed in landscape (10 copies) and 50 copies of 10-page booklets.
2	How many graphs/ infographics will each report contain?	9 Tables; 19 pictures.
3	Should we quote for stock images and if so, how many?	The APRM will provide any required images. Any stock images proposed for use will be provided by the APRM from Adobe Stock. The designer should not quote for images; instead, send a preview file and APRM will purchase using their Adobe Stock account.
4	Is there a possibility that this tender deadline will be extended?	No.
5	Branding Guidelines	APRM will provide logos, colours and typeface.

4. Timelines and Deliverables:

The printing services should be completed within 7 working days. The firm will collaborate with the APRM designated coordinator to print The African Principles and Guidelines on Corporate Governance.

Delivery Schedule	
VARIOUS STEPS:	DURATION (WORKING DAYS)
Printing of The African Principles and Guidelines on Corporate Governance Report	Printing of 10 A4 Printed books and 50 A5 booklets
Total	7 days

5. Reporting and Accountability:

The firm will primarily report to the CG Coordinator at the APRM Continental Secretariat, Ms. Tumi Dlamini. Ms. Dlamini will be responsible for tracking the status of deliverables and performing quality checks for the technical deliverables.

6. APRM Support:

The APRM will support the firm by: Providing a ready-to-print book and flyer leaflet in PDF format.

7. Location:

The firm shall conduct all work and communication virtually with the APRM. However, sample work for approval must be delivered to APRM Continental offices.

8. Currency of Quotation: Rand/ZAR

The Publication Designer/Printing Firm will be paid according to AU rules and regulations. The offer should include a detailed financial breakdown, including professional fees and any other applicable costs.

The financial proposal should include the following:

- A detailed cost breakdown for completing the various requested items.
- VAT certification of the company.

9. Submission of Quotation:

Quotations must be received via email at tender@aprm-au.org on or before 07 February 2025 at 11.00 (SAST, South Africa Time).

The bid should bear the title:

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Quotations that are responsive, qualified and technically compliant will be ranked based on price. The award of the contract will be made to the technically responsive and lowest-priced quotation via the issuance 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 the issue of a satisfactory inspection report.

Section B:

Your quotation must be returned (virtually) on this form by completing and returning Sections B, C and D including any other information or certifications required by the RFQ.

1. Quotation Details:

To Be Completed by Bidder:

1.1 Currency of Quotation:

1.2 Delivery period offered:days from the date of Purchase Order.

1.3 The validity period of this quotation is: days from the RETURN BY DATE.

1.4 Warranty period (where applicable) months.

1.5 We enclose the following document(s) as required by the Purchaser:

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.....

1.6 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.

1.7 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 in 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.

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	

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 _____
:

The Project Coordinator.

African Peer Review Mechanism, Private Bag x09, Halfway House, 1685,
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11 256 3400/01/29; Fax: +27 11 256 3456 during working hours or through
email for enquiries only: tenderinfo@aprm-au.org copy to email: info@aprm-au.org