

The design, layout and printing of publications and marketing materials is guided by the desired specification and quantity required by internal stakeholders.

The EPWP PR and Communications Directorate is responsible for the procurement of any related branded materials for the Organisation. The branded materials include: the design, layout and printing of publications and marketing materials.

### 3. ASSIGNMENT

The Expanded Public Works Programme (EPWP) is one of many Programmes offered by Government to alleviate poverty and provide income relief through short-term to medium-term work opportunities for the poor and unemployed. The EPWP is a nationwide programme coordinated by Department of Public Works and Infrastructure (DPWI) implemented by public bodies from all spheres of government (according to their mandates and existing budgets).

### 2. BACKGROUND

The purpose of these Terms of Reference (ToR) is to provide clear guidelines for the procurement of branding material for the Expanded Public Works Programme

### 1. PURPOSE

## TERMS OF REFERENCE (TOR) FOR THE EXPANDED PUBLIC WORKS PROGRAMME PROCUREMENT OF OUTDOOR EXHIBITION BOOTH STAND WITH COUNTER

EXPANDED PUBLIC WORKS PROGRAMME



Department  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

public works  
& infrastructure



Services for the following specification are required:

#### 1. OUTDOOR EXHIBITION BOOTH STAND WITH COUNTER

Outdoor Exhibition Booth Stand with Counter to be printed in full colour with EPWP and DPWI logo including pictures and wording.

Size: 3X3m

Frame: 22mm steel pole with powder coating on surface

Table: 25mm steel poles with powder coating, white colour wooden desk

Fabric: 600D oxford with PU coating, waterproof and fireproof, UV-protection

Printing: Silk Printing

Packaging: 30\*30\*26cm/ctnX5kgs

#### 4. TERMS AND CONDITIONS

- The service provider to submit 3 artwork sample designs on each required type of materials, which the final one will be chosen, and also to allow for sample artwork to be amended up to 5 times before final approval.
- Service provider to deliver within the specified time frames
- Full delivery to be delivered at Centre Walk - EPWP Offices on the agreed date with the service provider, failure to adhere will result in non-payment by the department

The first edition of the EPWP corporate identity manual was produced in 2007, introducing the EPWP logo under the National Department of Public Works and Infrastructure, together with the sector lead departments (Department of Social Development, Department of Environmental Affairs and Department of Cooperative Governance and Traditional Affairs).

#### 5. EXPERTISE OF THE SERVICE PROVIDER

- The assignment shall be carried out by a service provider with the following competencies:

The Service Provider shall at all times during the execution of the assignment use their best endeavours to ensure that no action is taken by themselves, their personnel, agents or sub-contractors which may result in or give rise to the existence of conditions which are prejudicial to or in conflict with the best interests of the client.

### 8. CONFLICT OF INTEREST

The Service Provider is required to agree and undertake to abide by and adhere to government legislation, regulations and directives dealing with the protection of government information as if such legislation, regulations and directives were applicable to him/her and that all reasonable steps shall be taken to ensure that persons under the management of the assignment who will be engaged in the fulfillment of the Service Provider's contractual obligations are aware of these statutory requirements. These statutory stipulations will continue to apply to them even after the expiry or termination of the contract.

### 7. PROTECTION OF GOVERNMENT INFORMATION

The assignment will be championed by EPWP PR and Communication Directorate.

### 6. ASSIGNMENT CHAMPION

- Previous track record of supplying marketing materials.
- Sample of previous printed or embroidered apparel supplied to any government department or Organisation.

EXPANDED PUBLIC WORKS PROGRAMME



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