

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

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

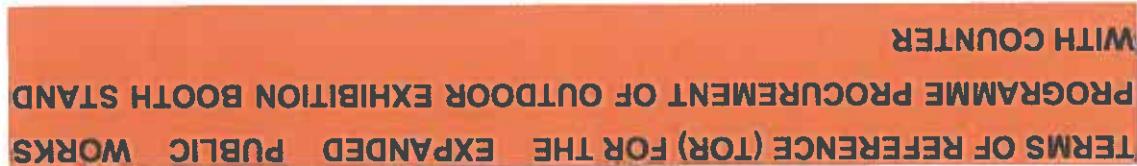
3. ASSIGNMENT

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

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



following competencies:

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

5. EXPERTISE OF THE SERVICE PROVIDER

Cooperative Governance and Traditional Affairs).

Development, Department of Environmental Affairs and Department of Infrastructure, together with the sector lead departments (Department of Social Works and introducing the EWPW logo under the National Department of Public Works and

The first edition of the EWPW corporate identity manual was produced in 2007,

by the department

date with the service provider, failure to adhere will result in non-payment

- Full delivery to be delivered at Centre Walk - EWPW Offices on the agreed

service provider to deliver within the specified time frames

sample artwork to be amended up to 5 times before final approval.

type of materials, which the final one will be chosen, and also to allow for

• The service provider to submit 3 artwork sample designs on each required

4. TERMS AND CONDITIONS

Packaging: 30*30*26cm/ctnx5kgs

Printing: Silk Printing

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

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

Frame: 22mm steel pole with powder coating on surface

Size: 3X3m

EWPW and DWI logo including pictures and wording.

Outdoor Exhibition Booth Stand with Counter to be printed in full colour with

1. OUTDOOR EXHIBITION BOOTH STAND WITH COUNTER

Services for the following specification are required:

interests of the client.

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.



CONTACT PERSON

Brian Dlamini
0764223921