



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

TERMS OF REFERENCE (TOR) FOR THE EXPANDED PUBLIC WORKS PROGRAMME PROCUREMENT OF BRANDED ROUND NECK, SHORT SLEEVED T-SHIRTS

1. PURPOSE

The purpose of these Terms of Reference (ToR) is to provide clear guidelines for the procurement of branded 100g, 100% cotton round neck, short sleeved t-shirts for the Expanded Public Works Programme, EPWP participants and brand activation campaigns for stakeholder engagement workshops.

2. BACKGROUND

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 (DPW) implemented by public bodies from all spheres of government (according to their mandates and existing budgets).

3. ASSIGNMENT

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.

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

- 1 -

Services for the following specification are required:

- Branded round neck, short sleeved t-shirts

Features

- 100g 100% cotton round neck t-shirts, screen print with DPWI logo on the left and EPWP logo on the right. On the orange t-shirts the words **EPWP** must be written black, and on the black t-shirts the words **EPWP** must be written in white
- Color: orange 2000
Black: 2000
- Total quantity: 4000
- Sizes for Orange t-shirts:
 - 500 - Small
 - 600 - Medium
 - 400 - Large
 - 300 - XL
 - 150 - XXL
 - 50 - XXXL
- Sizes for Black t-shirts:
 - 500 - Small
 - 600 - Medium
 - 400 - Large
 - 300 - XL
 - 150 - XXL
 - 50 - XXXL
- Material: 100% Cotton

Terms and Conditions:



- The service provider is to provide artwork of the round neck, short sleeved t-shirts with DPWI logo and EPWP logo, and written at the back **EPWP** in white and printed in full color (print screen)
- Must provide sample for approval and printing.
- The Round neck short sleeved t-shirts must be packaged in boxes.
- Service provider to deliver within the specified time frames.
- Service provider to deliver quality goods or services, 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, together with the sector lead departments (Department of Social Development,

Department of Environmental Affairs and Department of Cooperative Governance and Traditional Affairs).

4. EXPERTISE OF THE SERVICE PROVIDER

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

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

5. ASSIGNMENT CHAMPION

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

6. PROTECTION OF GOVERNMENT INFORMATION

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. CONFLICT OF INTEREST

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.

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