



ACADEMIC DEVELOPMENT CENTER: ACCESS

T UJ 12/2025 PRINTING TENDER FOR STUDY MATERIALS AND LEARNER GUIDES

CONCEPT TENDER APPROVAL

1. **PURPOSE**

The purpose of this document is to obtain approval for the tender for printing materials for Extended Curriculum Programmes housed in the Academic Development Centre: Access for three years from 2026 until 2028.

2. **BACKGROUND**

The Academic Development Centre Access uses learner guides and study materials as part of their teaching and learning in the Extended Curriculum Programmes (ECPs). There are over 970 students in the three faculties and the College (FEBE, CBE, Science and Humanities). As part of the ECP methodology, students must have printed materials to work on during lectures as part of the learning, self-study, and assessments. Therefore, we require bulk printed materials for all students. The quantities are attached in a separate document with specifications.

The benefits include interaction between students and lecturers, student feedback, and a more conducive environment for academic activities, ultimately supporting the institution's mission of excellence in education and research.

2.1 PRINTING SCHEDULE

- A separate schedule is attached. Items to be printed, quantities, and the number of pages per item are specified in the schedule.
- Prices (Excluding VAT) must be submitted on these attached schedules. Any deviation from this can lead to the rejection of a tender.
- The scheduled printing document outlines the total number of booklets to be printed in bulk. While the schedule may require submission according to the specified

timeline, certain booklets may need to be printed in smaller quantities. However, the cumulative total will not exceed the maximum quantity specified in the schedule. The printing cost must remain consistent regardless of whether the full scheduled quantity is printed at once or divided into smaller batches.

2.2 THE TENDER PERIOD:

- The tender period is from the date the tender is granted till the end of 2028. Tender prices are fixed for the entire tender period. All re-runs and new items not listed on the attached schedule, being requested during the tender period, must, therefore, be completed at the original quoted prices. However, any application for a price increase during this period must be motivated in detail by the printer after one year and submitted with written proof to the tender office. The University reserves the right to accept price increases or not.

2.3 QUANTITIES:

- Please note that the number of copies and pages to be printed is only an estimate based on the quantities of previous years. The numbers and price list will be confirmed once the UJ registration process has been finalized in that specific year.
- New items not listed on the schedule may also be submitted for printing, but it is also possible that a few listed items may eventually not be submitted for printing.
- Depending on the final number of student registrations, additional printing can be requested.
- UJ will not be responsible for the payment of overruns but may negotiate the purchasing thereof, depending on the amounts involved.
- The item pricing of the estimated quantities on the scheduled printing should not fluctuate according to the quantity requested at the time of printing, even though the quantity may vary but not exceed the total scheduled printing figures.
- A summary of estimated quantities is included.
- The scheduled printing document outlines the total number of booklets to be printed in bulk. While the schedule may require submission according to the specified timeline, certain booklets may need to be printed in smaller quantities. However, the cumulative total will not exceed the maximum quantity specified in the schedule. The printing cost must remain consistent regardless of whether the full scheduled quantity is printed at once or divided into smaller batches.

2.4 IMPORTANT DATES:

- The first originals will be ready for collection by the successful printer from the second week in March 2026 or immediately after the tender awarding, and from 2026, it will be in the third week of January of a specific year. The balance of originals for the other three printing runs requested yearly will be negotiated with the successful tenderer.
- All items of which masters have been submitted to the printer in the third week of a specific year must be delivered in full to UJ (according to the campuses stipulated on the separate schedule) before 01 April 2026 and before 04 February of the specific year. Other delivery dates for the year will be negotiated with the successful tenderer.
- The University will close on the last workday before 12 December of the specific year and reopen on the first working day on 02 January of the following year.
- All materials submitted after the 15th of January will be delivered within two weeks of submission (working days).
- The date on which masters were submitted will always be considered.

3. SCOPE OF WORK

The University of Johannesburg requires the services of a suitably qualified and experienced Printing Company to carry out, but not limited to, the following high-level scope overview below:

3.1 TYPE OF PRINTING REQUIRED:

- Digital printing (600 dpi) is required.
- No photocopied work will be accepted.
- Originals will be submitted in PDF format accompanied by a paper copy or only as a paper copy.

3.2 COVERS:

A cover in the specific Faculty colour will be printed for every section.

Only one cover will be printed.

The following specifications apply to all covers:

- The size of the covers is A3 folded to A4, with the necessary allowance for thickness and binding.
- Three colours (black, grey, and orange as per UJ artwork) will be printed on one side only for 250g/ms Nopacoat/Magno Gloss.

- The standard cover will be used for all items. No window must be cut regardless of the type of binding or thickness of the item. The name of the handout must appear on the top line with the module code/s under it (as per schedule). This is to be printed in black in the middle of the orange area of the UJ artwork.
- For the total estimated number of covers per section/Department, see the attached summary (to be provided to the successful bidder). (Possible re-runs and new items not included)

3.3 INSIDE PAGES:

- The material is 80g/m2 white A4 Bond.
- Some pages are to be printed in color (as per schedule).
- For the total estimated number of inside pages for all sections, see the attached summary (to be provided to the successful bidder).

3.4 BINDING:

- All items with up to 96 inside pages are saddle-bound with two staples.
- Perfect binding is used for all items with more than 96 pages or according to the schedule.

3.5 SUBMITTING OF MASTERS AND PROOF COPIES:

- The master copies will be collected by the printer from the contact person at UJ daily. More information will be given of the names after the tender has been awarded.
- A complete proof copy of each item, accompanied by the original master, must be submitted by the printer at no extra cost. It must be submitted to the contact person at UJ within three working days after receiving the originals.
- To avoid submitting a second proof, the first proof should be checked and corrected by the printer before submitting it to the contact person at UJ.
- The signed-off proof copy will be ready for collection by the printer within three working days for final printing.
- If a proof copy is rejected for whatever reason, a second proof must be submitted for approval.
- There will be one PO and invoice for each campus according to the deliveries (APB, DFC, SWT).
- All items will require a proof copy.

3.6 PRINTING WITHOUT PROOF COPIES:

- All additional requests must be delivered within three working days after receipt of the request.
- Items for which urgent delivery is requested, no proof copy must be submitted and delivered within four working days after receipt of the master.

3.7 DELIVERY AND PACKAGING:

- Deliveries will be to Office 6138 John Orr Building at the Doornfontein Campus and/or to Office AGreen13 at the Bunting Road Campus on Mondays and Thursdays only and/or to Office ACB109 Adelaide Tambo Building at the Soweto Campus (as per schedule that will be shared with the successful supplier). Deliveries should always be accompanied by an original tax invoice per item indicating the module code, name of handout, and number of copies delivered. If a partial delivery is made, the invoice must be made out only for the delivered portion. Any price differences must be sorted out with the contact person at UJ before a delivery is made.
- Items must be packed in plastic in units of 5,10, 20, 50, or 100, depending on the thickness of the item.
- The master copies of study material must be returned to the contact person at UJ by the end of November every year.

4. EVALUATION CRITERIA

The submitted tenders will be evaluated against the listed criteria defined below and in a specific sequence. A tenderer who fails to meet any criteria will not be considered in the subsequent evaluations.

The tender evaluation criteria are listed in the sequence below:

- Compliance with prescribed tender returnable documents.
- Experience in printing large amounts of work.
- Capacity to do large amounts of printing.
- A reference report from previous companies that they have worked with the last five years.
- Price affordability or infeasibility (Price feasibility is a reasonability test for the likelihood that the supplier can complete the specified work within the tendered price).
- Locality: must be around Gauteng-

Functionality Criteria: Technical Evaluation

The submitted tenders will be evaluated based on the list of criteria defined below.
above required.

Requirement	Maximum points obtainable
Years of Company Experience <ul style="list-style-type: none">• 1 to 2 Years Experience = 10 points• 3 to 4 Years Experience = 20 points• 5 to 6 Years Experience = 30 points• 7 to 8 Years Experience = 40 points• 9 to 10 Years Experience = 50 points	50
Reference Letters - Reference letters on a company letterhead with similar experience. <ul style="list-style-type: none">• 5 reference letters with contact details of similar deployments = 50 points.• 4 reference letters with contact details of similar = 40 points• 3 reference letters with contact details of similar deployments = 30 points• 2 reference letters with contact details of similar deployments = 20 points• 1 reference letter with contact details of similar deployments = 10 points	50
Total Points awarded	100