

Preferred Supplier – Design & Layout

Terms of reference

Background

The Treatment Action Campaign (TAC) is a non-profit membership based organisation of mostly poor people operating in seven out of nine provinces in South Africa. TAC represents users of the public healthcare system in South Africa, and campaigns and litigates on critical issues related to the quality of and access to healthcare. Members receive basic training in the science of HIV, TB and related conditions, and about their rights in the healthcare system. Through our branches and members, TAC monitors hundreds of clinics and hospitals. Our members are the people who need the public health system to work, so they are the first to notice when it doesn't.

TAC's four key campaigns are 1) health system strengthening; 2) monitoring the HIV and TB response; 3) access to medicines; and 4) building local, national and international activism. In addition to our large national campaigns, the local activism of our members is the true life-blood of the organisation. By organising locally, our members demand accountability and quality healthcare services where the services are actually delivered.

Design and layout requirements

TAC is seeking a design company to become a preferred supplier who will provide creative, timely and appropriate designs for the organisation. This can include (but is not limited to):

- Designs for t-shirts, posters, placards, stickers, banners, and online graphics for social media and other platforms;
- Design and layout for pamphlets, flyers, and other distribution material for information sharing;
- Design and layout for booklets, annual reviews, publications and other documents;
- Design and layout for a once off project developing a manual which will cover the science of HIV and TB, our campaigns, governance and organising skills for use at a branch level for our members.

All designs will be based on a brief from TAC applicable at the time of production.

Companies should have an understanding and experience of working with activist organisations or NGOs in terms of the types of information that needs to be put across in design work, the timeframes to produce design and layout, and the budget available from a non-profit organisation for this type of work.

The process of application

Companies are invited to bid strictly as described below. Bids will be scored according to a scoring criteria and companies that meet a certain score will be listed as preferred providers.

Companies interested in bidding will have to provide TAC with the following documents:

1. A full timeline and quotation for design and layout of a 32 page A4 full colour publication with photographs.
2. A timeline and quotation for design of a set of six placards, an A5 double sided flyer, and the back of a t-shirt.
3. Links to or soft copies of at least three examples of the company's printed work.
4. Links to at least two examples of the company's work for online platforms.
5. A cover letter that includes information regarding the history of the company, a link to the company's website, and a clear description of the company's capacity.

Follow up interviews will take place with companies whose documents meet our initial requirements, this will allow a further interrogation of price, feasibility and quality of the company's work in order to establish whether the bid will be successful.

The scoring shall be conducted by a committee consisting of people with substantial experience either in design, or in the commissioning of design and the management of publishing projects.

For more information and to apply please contact Lotti Rutter on lotti.rutter@tac.org.za.

If you do not hear from us within two weeks your application will be unsuccessful. If you are successful, this does not commit TAC to solely using your company, TAC maintains the right to decide based on need, content and availability which supplier to procure from. www.tac.org.za