

## **TERMS OF REFERENCE**

### **DESIGN OF 2018/19 & 2019/20 ANNUAL REPORT**

#### **1. REQUEST FOR QUOTATIONS**

Enterprise iLembe invites quotations from suitably qualified and experienced service providers to design the 2018/2019 and 2019/2020 Annual Report for Enterprise iLembe. The proposal should indicate how the service provider will deliver on the project deliverables and outcomes and provide a breakdown of the activities and time-frames. A proposed design layout (cover and interior) must accompany the quotation.

#### **2. SPECIFICATIONS:**

##### **2.1 DESIGN & LAYOUT**

Size & Colours:	A4 Portrait, Full colour throughout
Number of pages:	Estimated 100 pages plus cover (4 pages)
Content & Copy:	Content will be supplied by Enterprise iLembe in the following formats: <ul style="list-style-type: none"><li>• Microsoft Word Document</li><li>• Microsoft Excel Documents</li><li>• Microsoft Powerpoint Documents</li></ul>
Content Edit:	The service provider is expected to proof read the content supplied and correct any grammatical and spelling errors as well any formatting issues.
Photography:	Images will be supplied by Enterprise iLembe on CD or via Dropbox
Specifications:	PDF (website and emailing compatible)

A proposed design and layout sample (cover and interior) must accompany the quotation **(Compulsory)**.

##### **2.3 DATE OF DELIVERY OF FINAL PRODUCTS**

The final PDF Annual Report must be provided to Enterprise iLembe within four (4) weeks of the date of official appointment of the service provider.

### 3. **CRITERIA FOR EVALUATION**

**Proposals/ Quotations must be accompanied by the following documents:**

- Valid TCS Pin issued by SARS (compulsory)
- Central Suppliers Database Registration Report (compulsory). (This report will be available on the CSD Website once you have registered on the Central Suppliers Database)
- Proof of residence (i.e. a Utility Bill, Signed Lease Agreement or Signed Councilor Letter) (Compulsory)
- B-BBEE Status Level Certificates (if you have)
- MBD 4 – Declaration of Interest Form (compulsory)
- Proof of Experience in design and layout of similar guides (Compulsory)
- A proposed design and layout sample (cover and interior) must accompany the quotation (Compulsory).
- Proof of banking details/ Bank Statement (Compulsory)
- Company registration document (Compulsory)

**NB: Failure to submit compulsory documents will result in your proposal being disqualified.**

#### **Procurement Policy**

Quotations will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:

The 80/20 preference point scoring system will be applied with points allocated as follows:

- 80 points for the price
- 20 points for B-BBEE status level

The preference points will be allocated based on B-BBEE status level of contribution and shall be allocated as per table below:

Status Level of Contributor	Preference Points on scorecard
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

**Any proposal that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.**

### Functionality Evaluation

The functionality evaluation points will be applied as per the table below:

Competency	Points Allocation	Maximum Points
<p><b><u>Bidder's Years of Experience:</u></b></p> <p>Supporting documents required: Company Profile detailing the number of years' experience in the following areas:</p> <p>1. Design and Layout of Similar Publications (Compulsory)</p>	<p>No experience – 0 points &gt;0 – 1 year – 20 points 1 – 5 years- 30 points Above 5 years - 50 points</p>	50
<b>Proposed Design Layout</b>		30
<b>Location</b>	<p>Within iLembe District = 20 points Outside iLembe but within KZN = 10 points Outside KZN but within SA = 5 points</p>	20

In order to claim points for this competency, service providers are to include a table of similar projects undertaken along with contactable references in the following format:

Client Name	Nature of Work Undertaken	Commencement Date	Date of Completion	Client Contact Person	Tel No.

***Only service providers who achieve a total of 60 points or more for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Service providers wishing to claim preferential points must attach their B-BBEE certificate to the proposal.***

#### **4. CLOSING DATE**

Proposals can be emailed to [siyabongasi@enterpriseilembe.co.za](mailto:siyabongasi@enterpriseilembe.co.za) or hand delivered to Enterprise iLembe Offices at the Sangweni Tourism Centre, Cnr Link Road & Ballito.

Closing Date for submission of proposals:

**Monday, 14 June 2021, 12h00.**