

## **TERMS OF REFERENCE - ENTERPRISE ILEMBE ANNUAL REPORT 2020/21**

### **1. BACKGROUND**

iLembe Management Development Enterprise (Pty) Ltd, with company registration number 2006/032665/07, trading as Enterprise iLembe is the wholly owned Economic Development Agency of iLembe District Municipality. Enterprise iLembe is registered in terms of Company Laws of South Africa and established in terms of the Municipal Systems Act (section 86C) and is accordingly regulated to act as a Municipal Entity in terms of the Municipal Systems Act 32 of 2000 read together with the Municipal Finance Management Act 56 of 2003.

Enterprise iLembe's core mandate is to pursue and attract investment and facilitate economic development in the iLembe District and its Local Municipalities that comprise of KwaDukuza, Mandeni, Ndwedwe, and Maphumulo.

Enterprise iLembe is required to prepare and submit its annual report in accordance with the requirements of the above-mentioned legislation. The report is required for statutory submission purposes and needs to be made available in the public domain for access by all stakeholders who have an interest in Enterprise iLembe's performance.

### **2. REQUEST FOR QUOTATIONS**

Enterprise iLembe hereby invites quotations from experienced and suitably qualified service providers for concept design of Enterprise iLembe's Annual Report for the year 2020/2021 including, project management of creative direction, design, layout, printing, binding, packaging, and, importantly, timely delivery of high-quality report (full version in both print and electronic formats) to meet statutory deadlines.

### **3. SPECIFICATIONS:**

#### **3.1 TONE & FEEL OF THE DESIGN**

- Contemporary
- Clean Layout
- Environmentally Friendly, Nature sensitive
- Should showcase developmental elements which is our core business

### **3.2 SCOPE OF WORK**

The selected service provider will be required to provide the following:

- Concept design of Enterprise iLembe's Annual Report for the year 2020/2021, creative direction, design, layout, printing, binding, packaging;
- Copy-write, Edit and Proofread body copy within deadlines;
- Timely delivery of high-quality Annual Report and Summary Annual Report, for the year 2020/2021 which includes Annual Financial Statements.

To achieve scope delivery, Service Provider will need to:

- Review prior Annual Reports to understand the organization's writing style – but propose innovative and contemporary design;
- Confirm writing syntax with client;
- Write clear, engaging copy for the target audience;
- Use Search Engine Optimisation (SEO) principles to maximise the reach of copy generated.

### **3.3 DELIVERABLES**

- Concept design of the integrated annual report, performance and financial information, including covers, chapters, text, maps, figures, tables, graphs.
- Client approved writing syntax.
- Creative direction during the process of design and printing.
- Design and layout of integrated and summary report, including annual financial statements
- Seamless Integration of all annual report components
- Development of proofs for review and final proof for sign-off.
- Copy-written, edited Content delivered to Enterprise iLembe by Mid-December 2021.
- Printing, binding and packaging and timely delivery of high-quality printed reports to meet client's annual report launch programme and statutory deadlines.
- Development and packaging of good quality electronic report, suitable for web download and viewing, and other electronic communication (e.g., removable discs) and timing to meet both launch programme and statutory deadlines.

### **3.4 USE OF REASONABLE SKILL AND CARE**

- The entire report has to be of a professional and high standard.
- Extreme care has to be taken with all information and especially with numeric data.
- Zero-tolerance for errors in the annual financial statements, especially with the understanding that there will be several edit iterations as a natural part of the finalisation and rounding up of Enterprise iLembe's annual financial statements.

- Quotation must be accompanied by samples of previously designed and printed Integrated Annual Reports and Summary Annual Reports of organisations of a similar size and nature by the service provider submitting the quote.

### **3.5 CO-OPERATION WITH OTHER SERVICES PROVIDERS**

Seamless sourcing and working with other relevant service providers, especially those sourced / provided by service provider (e.g., printing). Enterprise iLembe will NOT work directly with third party service providers (if any) and this liaison MUST be between the successful service provider and the third party service provider for final delivery of the report as per the agreed dates and quality standards.

### **3.6 APPROACH AND METHODOLOGY**

The method statement must respond to the Scope of Work and outline the proposed approach / methodology. The method statement should articulate what value the service provider will add by in achieving the stated objectives for the project. A proposed implementation plan must accompany the service providers proposal and must clearly set out the timeframes for each activity to ensure that the deadlines are met.

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

### **3.7 DATE OF DELIVERY OF FINAL PRODUCTS**

The External Audit process is anticipated to be completed by end of November 2021 – A complete draft Integrated Annual Report must be finalised mid December 2021.

Final draft must be completed by January 2022 and provision must be made for final revisions, if any.

### **3.8 PRICING**

Service providers are requested to submit a quotation for the above-mentioned scope of work/ deliverables and are requested to quote for **printing on a cost per copy basis**. The service provider will be informed of the actual quantity of printing required upon appointment.

## **4. PROCUREMENT POLICY**

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

- a) Mandatory Evaluation- All proposals will be evaluated in terms of the mandatory documents/ submissions. Failure of the service provider to submit any or all of the mandatory requirements will result in disqualification from further evaluation.
- b) Functionality Evaluation- All proposals that meet the mandatory requirements shall be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the price evaluation.
- c) Price Evaluation- As specified in the PPPFA (No.5 of 2000) read together with the 2017 PPPFA Regulations and the 2011 B-BBEE Regulations.

## **5. CRITERIA FOR EVALUATION**

### **5.1 Mandatory Documents/ Submissions**

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

- Valid TCS Pin issued by SARS (compulsory)
- Proof of registration on the Central Suppliers Database for Government (CSD). A CSD registration report or number must be submitted (compulsory). (The CSD report/number report will be available on the CSD Website once you have registered on the Central Suppliers Database. **Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database.**) The CSD will be used to verify tax compliance status of the bidder. NB: Bidders who are in service of the state as per CSD will be disqualified from further evaluation unless supporting documents proving the supplier is not a government employee is submitted as part of the proposal.
- MBD 4 – Declaration of Interest Form (compulsory)
- B-BBEE Status Level Certificates (if you have)
- Quotation must be accompanied by **at least one electronic sample** of previously designed and printed Integrated Annual Reports and Summary Annual Reports of organisations of a similar size and nature by the service provider submitting the quote. (Compulsory).
- Proposed design layout of the annual report (Cover and Interior) to be submitted in electronic format (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.**

## 5.2 Functionality Evaluation

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

**Any proposal that fails to achieve a minimum of 60 points of the total of 100 and a score greater than zero in categories marked with an asterisk (\*) on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.**

#	Competency	Points Allocation	Maximum Points
1	<b>Service Providers Experience:</b>  Reference letters of the business for similar work undertaken in the design, layout, copyright and editing as well as printing of similar annual reports  (Please submit relevant reference letters to claim points for this) (*)	0 letters – 0 points  1 Letter – 10 points  2 Letters – 20 points  3 Letters – 30 points  4 Letters – 40 points	40 points
2	<b>Approach, Methodology &amp; Implementation Plan:</b>  Proposal should clearly show how the service provider will deliver on this project. (*)	No proposal/ proposal reflects poor understanding of the TORs - 0 points  Proposal shows understanding of TOR but not clear on how results will be achieved (no implementation plan)– 10 points  Proposal displays clear understanding of the TOR, clear on how results will be achieved but does not provide sufficient proof of ability to achieve these (past experience, skilled team members etc.) – 15 points  Proposal displays clear understanding of the TORs, clear on how results will be achieved and provides sufficient proof of ability (past experience, skilled team members etc.) to achieve these -20	20
3	<b>Proposed Design Layout</b>	The proposed layout meets the requirements in terms of the tone and feel required for this project:  <ul style="list-style-type: none"><li>• Contemporary -5 points</li><li>• Clean Layout -5 points</li></ul>	20

		<ul style="list-style-type: none"> <li>• Environmentally Friendly, Nature sensitive -5 points</li> <li>• Should showcase developmental elements which is the EI core business -5 points</li> </ul>	
4	Location	Within iLembe District - 20 points Outside iLembe but within KZN - 10 points Outside KZN but within SA - 5 points	20

***Only service providers who achieve a minimum of 60 points of the total of 100 and a score greater than zero in categories marked with an asterisk (\*) on the functionality evaluation shall 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.***

**5.3 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

## **6. 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:  
**16 November 2021, 11h00.**