

TERMS OF REFERENCE

NORTH COAST VISITOR GUIDE 2020/2021

1. PROPOSAL

Enterprise iLembe invites quotations from suitably qualified service providers to update and reprint the existing North Coast Visitor Guide for the iLembe region. The proposal should indicate how the service provider will deliver on the project deliverables and outcomes and to provide a breakdown of the activities and time-frames.

2. SPECIFICATIONS:

DESIGN & LAYOUT

Size: 210mm x 210mm
Number of Pages: 40 pages + cover (Total 44 pages)
Content & Copy: Update existing content (check and verify that content is still relevant e.g. remove establishments that are no longer existing and add any new, verify contact information etc)
Design: Existing 2019/2020 design will remain; change cover photo

PRINT

Cover: Paper: 200gsm matt art. Finishing: Matt laminated plus spot UV
Inside: 115gsm matt art, full colour throughout
Finish: Folded, collated, saddle stitched and trimmed
Quantity: Option 1: 12 000 copies
Option 2: 15 000 copies

ELECTRONIC VERSION

- Convert the North Coast Visitor Guide into;
 - 1) Electronic e-book version compatible for website access
 - 2) PDF Version

To view previous version, please visit www.enterpriseilembe.co.za / www.northcoast.org.za (Destination North Coast, North coast Travel Guide)

DATE OF DELIVERY OF FINAL PRODUCT/S

The final deadline for delivery is on or before **Friday 24 April 2020 .**

Delivery to two (2) addresses as listed below;

- 1) Tourism KwaZulu Natal (The Spinnaker Building, ground floor, suite no1, 180 Albert Terrace Road, Point Waterfront, Durban) and
- 2) Enterprise iLembe (Sangweni Tourism Centre, Ballito)

3. CRITERIA FOR EVALUATION

Proposals/ Quotations must be accompanied by the following documents:

- *Valid tax clearance certificate or 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)*
- *B-BBEE Status Level Certificate (if you have)*
- *MBD 4 – Declaration of Interest Form (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 20 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 36 points (60%) 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	Point Allocation	Maximum Points
Experience in the design and printing of similar guides	0 years	0
	1 – 5 years	20
	5 – 10 years	30
	Above 10 years	40
Location of Service Provider	Within the iLembe District	20 points
	Within KZN	5 points

Service providers are requested to include the CV's of team members allocated to this project in order to claim points for the above competencies. CV's are to contain details on the past experience in the design and printing of similar guides as well as experience in photography. The proposed design layout **must** form part of the service providers proposal.

Only service providers who achieve a total of 36 points (60%) 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 krisantha@enterpriseilembe.co.za or hand delivered to Enterprise iLembe Offices at the Sangweni Tourism Centre, Cnr Link Road & Ballito Drive, Ballito. Closing Date for submission of proposals:

Monday, 10 February 2020, 13h00.

End.