

TERMS OF REFERENCE

2018/2019 ANNUAL REPORT PUBLISHING

1. REQUEST FOR QUOTATIONS

Enterprise iLembe invites quotations from suitably qualified and experienced service providers to publish the 2018/2019 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">• Microsoft Word Document• Microsoft Excel Documents• Microsoft Powerpoint Documents
Content Edit:	The service provider is expected to proof read the content supplied and correct any grammatical and spelling errors as well as any formatting issues.
Photography:	Images will be supplied by Enterprise iLembe on CD or via Dropbox

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

2.2 PRINT

Paper:	Cover:	300gsm high gloss
	Interior:	150gsm gloss
Finish:	Perfect bound to A4	
Electronic:	PDF (for website and emailing)	
Quantity:	50 copies	

Delivery: 50 copies to Enterprise iLembe Offices at Sangweni Tourism Centre in Ballito.

2.3 DATE OF DELIVERY OF FINAL PRODUCTS

The expected delivery date for the final Annual Report (printed & PDF) is no later than **Friday 16 October 2020**

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)*
- *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 printing of similar guides and photography (Functionality Evaluation)*
- *Sample Designs and proof of similar work done*

NB: Failure to submit a tax clearance certificate, MBD 4 and CSD Registration 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
Experience in the design and printing of similar guides	0 years	0
	1 – 5 years	10
	5 – 10 years	20
	Above 10 years	30
Proposed Design Layout		30
Location	Within iLembe District = 20 points	20
	Outside iLembe but within	

	KZN = 10 points Outside KZN but within SA = 5 points	
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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 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 or hand delivered to Enterprise iLembe Offices at the Sangweni Tourism Centre, Cnr Link Road & Ballito.

Closing Date for submission of proposals:

Thursday 10 September 2020, 12h00.