



## **TERMS OF REFERENCE FOR THE PRINT, DESIGN & LAYOUT OF ITHEMBA NEWSLETTER**

### **1. BACKGROUND**

#### **1.1. ABOUT ENTERPRISE ILEMBE:**

iLembe Management Development Enterprise (Pty) Ltd t/a Enterprise iLembe is an economic development agency wholly-owned by the iLembe District Municipality with its key mandates being:

- To drive economic development.
- To market and promote the district for business, investment, and tourism.
- To work with local government to facilitate a business enabling environment.
- To implement business, retention, and expansion (BR&E) programmes in partnership with local business.

#### **1.2. MAIN OBJECTIVES OF THE PROJECT**

- To build loyalty and enhance stakeholder relations.
- To improve communication with stakeholders.
- To communicate the entity's mandate and projects.
- To profile local investment opportunities.

### **2. PROJECT DESCRIPTION AND EXPECTED OUTPUTS**

Enterprise iLembe invites proposals from suitably qualified and experienced service providers to review and edit content, draft forewords and messages, design, layout and print the publication called "iThemba". The following are the key elements which need to be considered and undertaken.

#### **2.1 Frequency**

Bi-Annual (i.e., two publications)

#### **2.2 Content**

- Review supplied content, edit, and proofread.
- Convert content to isiZulu.

- Draft foreword messages based on content supplied.

### **2.3 Creative – design and layout**

- Creative: Once appointed, service provider to conceptualize theme for each edition with cover photo/design options (source stock photos if necessary).
- Layout each edition and affect changes ensuring high quality throughout.
- Supply summarized version of final approved version for bulk email distribution (with links – QR Code to full version on website).

#### **Print**

- Print 300 English copies per bi-annual edition
- Print 150 Isizulu copies per bi-annual edition
- eBook version in English (website compatibility).
- PDF version for emailing and website.
- Bulk mailer version.
- Size A4 full colour (maximum 28 pages/minimum 20 pages plus cover per edition).
- Cover: 200gsm
- Inside Pages: 115gsm
- Staple bound.

Please note that the proposal is expected to have a breakdown of activities / steps and the budget thereof. Proposed design element sample/s must be attached to your proposal

### **2.1 PROJECT TIMEFRAME**

- Electronic versions to be completed within 2 weeks from the time content is supplied by Enterprise iLembe allowing. Comments and revisions to be attended to timeously.
- Print copies to be completed within 2 weeks of finalisation and approval. Print copies to be delivered to Enterprise iLembe offices, address below:

Enterprise iLembe (Sangweni Tourism Information Centre)

Cnr Link Road and Ballito Drive

Ballito 4420

**Total of four (4) weeks for each publication.**

### 3. SCM POLICY

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

- a) **Mandatory Evaluation-** All proposals will be evaluated in terms of the mandatory (compulsory) documents/ submissions listed in section 4.1 below. 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 will then be evaluated in terms of functionality as specified in section 4.2, below.
- c) **Price Evaluation-** As specified in the PPPFA (No.5 of 2000) read together with the 2022 PPPFA Regulations and the 2011 B-BBEE Regulations as detailed in section 4.3 below.

### 4. CRITERIA FOR EVALUATION

#### 4.1 **Mandatory Evaluation**

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

- Proposals must provide for costing on two options i.e. Bi-Annual **AND** Quarterly (compulsory)
- 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. (compulsory)
- MBD 4 – Declaration of Interest Form (compulsory)
- MBD 6.1 – 2022 Preference Point Claim Form (compulsory) - please note that failure to indicate the number of points being claimed by the service provider on page 4 of MBD 6.1 and submit the supporting documents as indicated in this form will result in no points being awarded in the 80/20 price calculation.
- Company registration document (Compulsory)

#### **Note:**

- Failure to submit compulsory documents will result in your proposal being disqualified.
- Reference checks may be performed as part of the evaluation of this request for quotations.
- The successful service provider will be required to register on the Enterprise iLembe Suppliers Database.
- **All MBD forms** listed above must be completed correctly signed, failure to complete and sign will result in disqualification.

## 4.2 Functionality Evaluation

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

#	Competency	Points Allocation	Maximum Points
1	<p><b><u>Bidder's Years of Experience:</u></b></p> <p>Supporting documents required: Company Profile detailing the number of years' experience</p>	<p>No experience – 0 points 0 – 1 year – 10 points 1 – 5 years- 20 points Above 5 years - 30 points</p>	30
2	<p><b><u>Project Experience:</u></b></p> <p>Supporting documents required:(References Letters)</p> <p>The bidder must provide letters of reference relating to similar work undertaken in the past five years</p>	<p>1 letter = 10 Points 2 letters = 15 Points 3 letters = 20 Points</p>	20
3.	<p><b><u>Implementation Plan :</u></b></p> <p>Supporting documents required: Please submit the proposed implementation plan in order to claim points for this competency</p>	<p>Implementation plan does not meet the requirements relating to this call and does not demonstrate the ability of the service provider to undertake this project = 0 points</p> <p>Implementation plan is well detailed, meets the requirements relating to this call and demonstrates the ability of the service provider to undertake this project = 10 points</p>	10
4.	<p><b><u>Design Element: (*)</u></b></p> <p>Supporting documents required: A proposed design element sample/s must be attached to your proposal</p>	<p>Design sample meets some of the requirements &amp; lacks visual appeal – 20 points.</p> <p>Design sample meets all requirements and visually appealing – 40 points</p>	40

*Only service providers who achieve a total of **60 points (60%)** and a score greater than zero for competencies marked with an asterisk (\*) for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system.*

### 4.3 Price Evaluation

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

- 80 points for the price
- 20 points for specific goals

*Service Providers wishing to claim a maximum of 20 preference points in terms of Specific Goals must attach the following:*

- ***Proof of location of the business – Maximum 20 points (Please submit a signed councillor letter, valid signed lease agreement or a utility bill not older than three months) to claim points for this). Point allocation is as follows:***
  - Within the iLembe District= 20 points
  - Within KZN=10 points
  - Within SA= 5 points
  - No proof of residence = 0 points

## 5. PAYMENT TERMS

Payments will be made on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least four (4) weeks for the payments to be processed.

## 6. NON-APPOINTMENT

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest proposal. Further, no awards will be made to suppliers in service of the state.

## 7. REPORTING

Upon appointment, the service provider will work in close co-operation with Enterprise iLembe management. The service provider will also be expected to keep financial records and other appropriate records.

## 8. PERFORMANCE OF SERVICE PROVIDER

Once appointed, the performance of the service provider will be measured on a continuous basis.

## 9. CLOSING DATE

Proposals can be emailed to [siyabongasi@enterpriseilembe.co.za](mailto:siyabongasi@enterpriseilembe.co.za) on or before 11 March 2024 at 12h00.