

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR HANDLING OF ADVERTISEMENT OF VACANCIES AND OTHER ARTICLES IN THE DEPARTMENT OF ENERGY FOR THE PERIOD OF TWO YEARS.**

**1. BACKGROUND**

The Department of Energy requires the services of an agent to handle advertisement of vacancies and other articles in the print media.

**2. SCOPE OF WORK**

2.1 Advertisements/ articles shall consist mainly of bold heading, sub-heading, and text in light and bold type faces as well as borders. The provision must also be made for submission of final copies before printing.

2.2 It will be expected of the service provider to be able to maintain strong ethical standards in its work and shall liaise with the Department.

2.3 The service provider shall at the request of the Department, for the duration of the contract, arrange for the placing of vacancy advertisements and other articles in the media agreed upon with the Department. The service provider shall at all times be available to the Department.

2.4 The basis of this bid shall be the discount of the media commission to the advertising agency (bidder) shared with the Department.

**3. PROJECT OUTPUT**

3.1 Consistent advertising of Department vacant posts and articles as when required.

3.2 Final copies of adverts as placed in the print media on a weekly basis.

#### **4. DURATION OF THE PROJECT**

The duration of this project is 24 months after the signing of a contract by the successful service provider, subject to general conditions of the contract.

#### **5. BRIEFING SESSION**

A compulsory information session will be held on the **14 November 2012 at 10h00**, at the Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria.

#### **6. EVALUATION / CRITERIA**

##### **6.1 Project Cost**

- 6.1.1 Provide fixed price quotation for the duration of the contract
- 6.1.2 Cost must be VAT inclusive and quoted in South African Rand
- 6.1.3 Costing should be aligned with the project activities/ project phases

##### **6.2 Broad-Base Black Economic Empowerment (B-BBEE)**

- 6.2.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.
- 6.2.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 6.2.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
- 6.2.4 In a case of Exempted Micro Enterprise (EMEs), AO/AA must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:
  - Verification agencies accredited by SANAS; or
  - Registered auditors approved by IRBA

11.2.5 The table below depicts the B-BBEE status level of contribution:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

### **6.3 Qualification**

A minimum of three (3) year tertiary qualification

### **6.4 Company Experience**

6.4.1 Minimum of three (3) years experience in advertising.

6.4.2 Companies are required to provide proof that they have facilitated/performed similar projects, accompanied by correspondence from references providing that such project was executed as well as their contactable references

6.4.2 Failure to submit correspondence from references will invalidate the points allocated in this category.

### **6.5 Team Leader and Members Experience**

6.5.1 Minimum of three years (3) experience in advertising

6.5.2 CV's to be attached on the technical proposal

**6.6 Project Plan / Methodology**

6.6.1 Service provider to indicate what procedure is going to be used to execute the service or project

6.6.2 Project plan with final outputs and identified timeframes

**7. EVALUATION CRITERIA**

7.1 Bids will be evaluated on 90/10 point system as outlined in the PPPFA of 2011.

7.2 The proposals will be evaluated in two phases:

**Phase 1:** Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and BEE points.

Criteria	Weights
Company Experience (at least three (3) years experience in providing similar services and should provide proof accompanied by correspondence from referees).	30
Qualification with minimum of three year (3) tertiary qualification	20
Project Plan / Methodology	30
Team Leader and Member experience (minimum of three (3) years and CV's should be attached on technical proposal	20
<b>Total</b>	<b>100</b>

For purpose of evaluating functionality, the following values will be applicable:

<b>0=</b>	<b>Very Poor</b>	Do not meet the requirements
<b>1=</b>	<b>Poor</b>	Will not be able to fulfill the requirements
<b>2=</b>	<b>Average</b>	Will partially fulfill the requirements
<b>3=</b>	<b>Good</b>	Will be able to fulfill the requirements
<b>4=</b>	<b>Very Good</b>	Will be able to fulfill better in terms of the requirements adequately
<b>5=</b>	<b>Excellent</b>	Will fulfill the requirements exceptionally

**Phase 2:**

<b>Price</b>	<b>90</b>
<b>B-BBEE compliance</b>	<b>10</b>

**8. TERMS AND CONDITIONS OF A SERVICE PROVIDER**

- 8.1 The Department reserves the right to use the services of Government Communication and Information System (GCIS) as and when required.
- 8.2 The service provider will be expected to sign a Service Level Agreement (SLA) with the Department prior to commencement of the service.

**9. FORMAT AND SUBMISSION OF THE PROPOSAL**

- 9.1 All the official forms (SBD) that are included in the bid document must be completed in all respects by bidders. Failure to comply will invalidate a bid.
- 9.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

**10. CLOSING DATE**

Proposals must be submitted on **22 November 2012** at 192 Corner Visagie and Paul Kruger Streets, Pretoria. in the bid box **marked** Department of Energy. **No late bids will be accepted.**

**11. ENQUIRIES**

All general enquiries relating to bid documents should be directed to:

**Lebogang Mosuwe/Daisy Maraba**

Tel No: (012) 406 7742/406 7748

E-mail:Lebogang.mosuwe@energy.gov.za/daisy.maraba@energy.gov.za

**Technical enquiries can be directed to:**

**Mr W Mbalane:** Tel: (012) 406 7427

E-mail: [Wandile.mbalane@energy.gov.za](mailto:Wandile.mbalane@energy.gov.za) **or**

**Mr Edzisani Daniel Ndou:** Tel No: (012) 406 7430

E-mail: [Daniel.ndou@energy.gov.za](mailto:Daniel.ndou@energy.gov.za)