

TERMS OF REFERENCE FOR THE APPOINTMENT OF PANEL OF SERVICE PROVIDERS FOR THE PROOF READING/ LAYOUT/DESIGN AND PRODUCTION OF THE STRATEGIC PLAN/ ANNUAL PERFORMANCE PLAN AND ANNUAL REPORT FOR THE DEPARTMENT OF ENERGY FOR PERIOD OF 3 YEARS

1. BACKGROUND

- 1.1. The revised National Treasury Chapter 5 and 30 issued in terms of Public Finance Management Act (1999) and Auditor- General jointly published Guidelines and Regulations to Departments stipulating critical legislative requirements that the Department should adhere too in compiling Strategic Plan/ Annual Performance Plan and Annual Report in that particular financial years.
- 1.2. Legislative requirements stipulates that the Executing Authority must develop and table before Parliament an approved Departmental Strategic Plan/ Annual Performance Plan and Annual Report during a particular financial year that will be used to enhance service delivery in support of Government Programme of Action as envisaged in the National Development Plan and Medium Term Strategic Framework.

2. SCOPE OF WORK

- 2.1. The service provider with necessary expertise and capacity will be required to undertake the following activities with regard to the above:
 - 2.1.1. Proof read and editing of the Strategic Plan/ Annual Performance Plan and Annual
 - 2.1.2. Report in consultation with content developers.
 - 2.1.3. Lay-out of the Strategic Plan/ Annual Performance Plan and Annual Report.
 - 2.1.4. Design of the Strategic Plan/ Annual Performance Plan and Annual Report.
 - 2.1.5. Printing of the Strategic Plan/ Annual Performance Plan and Annual Report.

3. PRODUCT SPECIFICATIONS:

- 3.1. The service provider will be expected to produce a Strategic Plan/ Annual Performance Plan and Annual Report in line with below listed specifications:
 - 3.1.1. A 4 Portrait for each Strategic Plan and Annual Report
 - 3.1.2. A 4 Landscape for Annual Performance Plan
 - 3.1.3. Inside pages 250 pages MGS for each Strategic Plan/ Performance Plan/ Annual Report
 - 3.1.4. 250 Pages each Strategic Plan/ Annual Performance Plan and Annual Report.
 - 3.1.5. Perfect binding for each Strategic Plan/ Annual Performance Plan and Annual Report.
 - 3.1.6. Cover Back and Front 300 MGS Glossy Paper Front Images-Spot UV200 Copies for each Strategic Plan/ Annual Performance Plan and Annual Report
 - 3.1.7. 50 Copies of CD(dual print and cover design) for each Strategic Plan/ Annual Performance Plan and Annual Report.
 - 3.1.8. Back to Back printing for each Strategic Plan/ Annual Performance Plan and Annual Report.
 - 3.1.9. 300 GSM Gloss Laminated for each Strategic Plan/ Annual Performance Plan and Annual Report
 - 3.1.10. 120 copies of each Strategic Plan / Annual Performance Report and Annual

4. PROJECT MANAGEMENT

- 4.1. The successful service provider in terms of project management will be expected to adhere to the following expectations:
 - 4.1.1. Hold weekly meetings with the Project Manager representing the Department of Energy to discuss the contents and the production plan;
 - 4.1.2. Assign suitable, experienced and qualified editor(s) to assist with proof read/layout/design and production of Strategic Plan/ Annual Performance Plan and Annual Report.
 - 4.1.3. Supply the Department with +- 5x A4 colour proofs for each before final production.
 - 4.1.4. Manage with the overall project in consultation with the Project Manager.

4.1.5. Provide full colour two (2) dummy copies for each to be sign off before producing the finals

- Design the entire layout for each Strategic Plan/ Annual Performance Plan and Annual Report in line with the Department's corporate brand.
- The Department to provide a final edited version of each by stipulated timeframe.
- Copy to the Director-General for sign-off.
- 120 copies to the Department's offices in Pretoria.

5. PROJECT EXPECTED OUTCOME

5.1. Supply the final product **of the Strategic Plan/ Annual Performance Plan and Annual Report document** whilst the Department (DoE) has a duty and responsibility to produce approved Strategic Plan/ Annual Performance Plan and Annual Report (AR) in order to meet the set deadline for Minister's tabling in Parliament as stipulated in the relevant legislations.

6. SAMPLE

6.1 The service providers are required to attach a sample of the work they have done in the bidding proposal.

7. The Service providers are expected to indicate the cost variation per page if more than 250 pages need to be printed using the following examples:

Strategic Plan	250 pages	Cost per page
Annual Performance Plan	120 pages	Cost per page
Annual report	250 pages	Cost per page

8. TERMS AND CONDITIONS

Key outcome for the Project are indicated in the below table:

Item no.	Activity	Tasks	Responsibility
1	Project proposal	Present a project proposal with milestone as per the Terms of Reference	Service provider
2	Final version of approved strategic plan/ annual performance plan and annual report to the service providers	The content of the strategic plan/ annual performance plan and annual report will be provided by the Department (edited final versions)	Department of Energy
3	Design and layout of printer's proof for each	Submit design and layout for each (printers proof for approval)	Service provider
4	Final sample copy for sign off	Submit a final sample of each approved copy for sign off prior to mass printing	Service provider
5	Mass production of the Strategic Plan/ Annual Performance Plan and Annual Report	Print 120 copies and 50 CD's	Service provider
6.	Delivery	120 copies of each Strategic Plan/ Annual Performance Plan and Annual Report to the Department	Service provider

9. REPORTING REQUIREMENT AND PROGRESS MEETINGS

- 9.1 Regular meetings for feedback on progress shall be held, as and when necessary, but at least once a week. The venue for these meetings will be at the Department of Energy's Offices, in Pretoria. The service provider's Project Manager will be obliged to attend and will report to the Director: Strategic Management and Planning. Any patents or copyright developed from this project will belong to the Department of Energy.

10. PAYMENT

- 10.1 The Department will not make an upfront payment to a successful service provider. Payment will only be made in accordance to the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.

11 TAX CLEARANCE CERTIFICATE

- 11.1. The bidder is required to submit an original and valid Tax Clearance Certificate issued by the South African Revenue Services together with the bid documents before the closing date and time of the bid. **Failure to comply with this condition will disqualify the bid.**

12 COMPULSORY INFORMATION SESSION

- 12.1 A compulsory briefing session will be held on the **16 February 2015** at **10H00**, the Department of Energy, 192 Corner Visagie and Paul Kruger, Pretoria, 0001.

13. COMPLETION DATE

- 13.1 The duration of the contract will be negotiated with appointed service providers once government has announce date for tabling of both Strategic Plan/ Annual Performance Report and Annual Report .and further to that the

department reserves the right to terminate the contract during the first month of the period after work has commenced should the appointed service provider misrepresent themselves and will not be in a position to fulfil the requirements as contained in the contract, which might result in the Department failing to deliver on its mandate).

14. EVALUATION METHODOLOGY

14.1 Cost

14.1.1 The service provider will be requested to provide a detailed cost break-down regarding the work to be undertaken for this project.

14.1.2 The total cost must be VAT inclusive and should be quoted using the South African currency (i.e. Rand) and includes the following.

- (a) Fee rate of each team member
- b) Estimated number of hours to be spent on the assignment by each member (estimated number of hours will be deemed the maximum number of hours to do the work)
- c) Any other costs (to be specified)
- d) Costing should be aligned with the project activities/ project phases.
- e) Ceiling price (all-inclusive capped total)

15 Broad-Based Black Economic Empowerment

15.2.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA 2011 and its Regulation will apply in terms of awarding points.

15.2.2 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.

15.2.3 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.

15.2.4. A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid.

15.2.5 Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agencies:

15.2.5.1 Bidders other than EMEs

- (a) Verification agencies accredited by ECSA
- (b) Registered auditors approved by IRBA

15.2.5.2 Bidders who qualify as EMEs

- (a) Accounting officers as contemplated in the CCA; or
- (b) Verification agencies accredited by SANAS; or
- (c) Registered auditors (Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates).

The table below depicts the B-BBEE status level contribution

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

16. TEAM LEADER AND TEAM MEMBERS EXPERIENCE.

16.1 Team leader must have at least three (5) years and team members three (3) years experience in the Editing, Layout /Design and Printing industry including attached.

16.2 CV with three (3) contactable references should be attached to the proposal.

17. QUALIFICATIONS

- 17.1 Team leader and team members must have a recognisable qualification National Diploma in Linguistics (English), and Graphic Designer.
- 17.2 Certified copies of certificates must be attached to the proposal. Failure to attach, bidders will forfeit functionality points.

18. COMPANY EXPERIENCE

- 18.1 Service providers should at least have five (5) years experience in Editing/Layout/Design and Printing.
- 18.2 Proof from three (3) contactable referees indicating that similar project/s was/were executed must be attached. Failure to attach, bidders will forfeit functionality points.

19. PROJECT PLAN

- 19.1 A service provider is expected to provide a detailed project plan with intermediate and final outputs and identified timeframes/milestones/ proposed methodology and project management and submit to the Department of Energy.

20. EVALUATION CRITERIA

Bids will be evaluated on a **90/10 preference point system** as outlined in the PPPFA.

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 preference points.

	Criteria	Weights
1.	TEAM LEADER AND TEAM MEMBERS EXPERIENCE <ul style="list-style-type: none"> ❖ Team leader must have at least five (5) years in the Editing, Layout /Design and Printing industry. ❖ Team members must have two (3) years' experience in the Editing , Layout /Design, Publishing and Printing industry. ❖ CV's with three (3) contactable references must be attached as proof. 	15 8 5 2
2	QUALIFICATIONS <ul style="list-style-type: none"> ❖ Team leader must have a recognisable qualification National Diploma in Linguistics (English), Relations and Graphic Designer. ❖ Team members must have a recognisable qualification National Diploma in Linguistics (English), Relations and Graphic Designer. ❖ Attached copies of certified certificates. 	20 10 5 5
3	COMPANY EXPERIENCE <ul style="list-style-type: none"> ❖ Service providers should at least have five (5) years' experience in editing/ layout/ design and publishing and printing. ❖ Proof from three (3) contactable referees indicating that similar project/s was/were executed. 	15 10 5
4	PROJECT PLAN <ul style="list-style-type: none"> ❖ A detailed project plan with intermediate and final outputs and identified timeframes/milestones. ❖ Proposed Methodology. ❖ Management of the project. 	50 20 15 15
	Total	100

21. FORMAT AND CONTENT OF THE PROPOSAL

All the standard bidding documents (SBD) must be completed in all respects Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

22. CLOSING DATE

Proposals must be submitted on or before **26 February 2015** .at the Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Energy. **No late bids will be accepted.**

23. ENQUIRIES

Bidding enquiries relating to this document should be directed to:

Ms Daisy Maraba/Rachel Moerane

Tel No: (012) 406 7748/7747

E-mailaddress:daisy.maraba@energy.gov.za/

rachel.moerane@energy.gov.za

Or

Technical Enquiries

Mr Jabu Lusenga/ Ms Boitumelo Motlhaping

Tel: (012) 406 7816/7461

E-mail

address:Jabulani.Lusengai@energy.gov.za/Boitumelo.motlhaping@energy.gov.za