

APPOINTMENT OF PANEL OF SERVICE PROVIDERS TO ASSIST THE DEPARTMENT OF ENERGY WITH THE PRODUCTION OF STRATEGIC PLANS, ANNUAL PERFORMANCE PLANS AND ANNUAL REPORTS FOR A PERIOD OF THREE (3) YEARS

1. BACKGROUND

- 1.1. Chapters 5 and 30 of the Treasury Regulations read together with the Framework for Strategic Plans and Annual Performance Plans provides guidance for the production of the Strategic Plans, Annual Performance Plan and Annual Report.
- 1.2. Section 5.1 of the Treasury Regulations requires the accounting officer of an institution to prepare a Strategic Plan for the forthcoming MTEF period for approval by the relevant executive authority.
- 1.3. Section 40 of the PFMA requires the accounting officer to submit within five (5) months of the end of the financial year an annual report to the relevant treasury, executive authority and Parliament.

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 Plans, Annual Performance Plans and Annual Reports
 - 2.1.2. Lay-out of the Strategic Plans, Annual Performance Plans and Annual Reports.
 - 2.1.3. Design of the Strategic Plans, Annual Performance Plans and Annual Reports
 - 2.1.4. Printing of the Strategic Plans , Annual Performance Plans and Annual Reports

3. PRODUCT SPECIFICATIONS:

- 3.1. The service provider (s) will be expected to produce Strategic Plans, Annual Performance Plans and Annual Reports in line with below listed specifications:
 - 3.1.1. A4 Landscape or Portrait for Strategic Plans, Annual Performance Plans and Annual Reports
 - 3.1.2. Plus minus 200 Pages of Strategic Plans, Plus minus 150 Pages of Annual Performance Plans and 300 Pages of Annual Reports.
 - 3.1.3. Perfect binding of Strategic Plans, Annual Performance Plans and Annual Reports
 - 3.1.4. Cover Back and Front 240 Glossy Laminated Paper Front Images-Spot UV200 Copies of Strategic Plans, Annual Performance Plans and Annual Report.
 - 3.1.5. 50 Copies CD (dual print and cover design) Strategic Plans, Annual Performance Plans and Annual Reports.
 - 3.1.6. Back to Back printing of Strategic Plans, Annual Performance Plans and Annual Reports.
 - 3.1.7. 300 GSM Gloss Laminated of Strategic Plans, Annual Performance Plans and Annual Reports
 - 3.1.8. 150 copies of Strategic Plans, Annual Performance Plans and Annual Reports.

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 reading, layout, design and production of Strategic Plan and Annual Performance Plan.
 - 4.1.3. Provide the Department with 5x A4 colour proofs for each before final production.
 - 4.1.4. Manage 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 final document as follows:
 - a) Design the entire layout for Strategic Plan and Annual Performance Plan in line with the Department's corporate brand.
 - b) The Department to provide a final edited version of each by stipulated timeframe.
 - c) Copy to the Director-General for sign-off, and

- d) 150 copies of Strategic Plans/Annual Performance Plans and Annual Reports to the Department's offices in Pretoria.

5. PROJECT EXPECTED OUTCOME

- 5.1. Supply the final product of the Strategic Plans, Annual Performance Plans and Annual Reports document whilst the Department (DoE) has a duty and responsibility to produce approved Strategic Plans, Annual Performance Plans and Annual Reports (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 before in their bidding proposal.

7. 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 plans/ annual performance plans and annual reports to the service providers	The content of the strategic plans/ annual performance plans and annual reports 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 Plans/ Annual Performance Plans and Annual Reports	Print 120 copies and 50 CD's	Service provider
6.	Delivery	150 copies of each to the Department	Service provider

8. 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 Managers will be obliged to attend and will reports to the Director: Strategic Management and Planning. Any patents or copyright developed from this project will belong to the Department of Energy.

9. PAYMENT

- 9.1 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.

10. TAX CLEARANCE CERTIFICATE

- 10.1 The potential service provider/s must ensure compliance with their tax obligations.
- 10.2 The potential service provider/s is/are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 10.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 10.4 The potential service provider may also submit a printed TCS together with the proposal.
- 10.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.
- 10.6 Where no TCS is available but the potential service provider/s is registered on the central supplier database (CSD), a CSD number must be provided

11. COMPLETION DATE

- 11.1. As when decided by the Department 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).

12 COMPULSORY INFORMATION SESSION

- 12.1 Compulsory Briefing Session will be held on the **3rd May 2018 at 10H00**, at Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Matimba Building, Pretoria

13. PRE-QUALIFICATION.

- 13.1. The appointed service provider (s) will be expected to subcontract 30% of the value of the contract to the designated EME's or QSE's which are 51% owned by black women.

14. BROAD- BASED BLACK EMPOWERMENT

- 14.1 Provision of the Preferential Procurement Policy Framework Act (PPPFA) as amended in 2017 and its regulation will apply in terms of awarding points
- 14.2 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.
- 14.3 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.
- 14.4 In case of Exempted Micro Enterprises, the following document must be submitted
- (a) Verification agencies accredited by SANAS, and
 - (b) Registered auditors approved by IRBA

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non- complaint contributor	0

15. TEAM LEADER AND TEAM MEMBERS EXPERIENCE.

- 15.1 Team leader must have at least three years and team members two **years** experience in the Editing, Layout, and Design and Production industry.
- 15.2 CV with three (3) contactable references should be attached to the proposal.

16. QUALIFICATIONS

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

17. COMPANY EXPERIENCE

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

18. PROJECT PLAN

- 18.1 The 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.

19 EVALUATION CRITERIA

Bids will be evaluated on an 80/20 preference point system as outlined in the PPR of 2017

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.

Item no.	Criteria	Weights
1.	<p>TEAM LEADER AND TEAM MEMBERS EXPERIENCE</p> <p>(a) Team leader must have at least three years in the Editing, Layout, Design and Production industry.</p> <p>(b) Team members must have two years experience in the Editing, Layout, Design, Production industry</p> <p>(c) CV's with three (3) contactable references must be attached as proof.</p>	<p>15</p> <p>8</p> <p>5</p> <p>2</p>
2	<p>QUALIFICATIONS</p> <p>a) Team leader must have a recognisable qualification National Diploma in Linguistics (English), Relations and Graphic Designer.</p> <p>b) Team members must have a recognisable qualification National Diploma in Linguistics (English), Relations and Graphic Designer.</p> <p>c) Attached copies of certified certificates</p>	<p>20</p> <p>10</p> <p>5</p> <p>5</p>
3	<p>COMPANY EXPERIENCE</p> <p>(a) Service providers should at least have three years experience in editing, layout, design and publishing and printing.</p> <p>(b) Proof from three contactable referees indicating that similar project(s) was/were executed.</p>	<p>15</p> <p>10</p> <p>5</p>
4	<p>PROJECT PLAN</p> <p>(a) A detailed project plan with intermediate and final outputs and identified timeframes, milestones</p> <p>(b) Proposed Methodology</p> <p>(c) Management of the project.</p>	<p>50</p> <p>20</p> <p>15</p> <p>15</p>
	Total	100

20. FORMAT AND CONTENT OF THE PROPOSAL

All the standard bidding documents (SBD) must be completed by bidders. Service Providers should submit 2 copies: 1 original copy of the proposal and bid documents and failure to comply with the bidding requirements will disqualify any bidders.

21. CLOSING DATE

Proposals must be submitted on or before **11 May 2018 at 11H00**, to 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.

22. ENQUIRIES

Bidding enquiries relating to this document should be directed to:

Ms Daisy Maraba/ Ms Leah Mnguni

Tel No: (012) 406 7748/7702

E-mail address: Daisy. [Maraba@energy.gov.za/](mailto:Maraba@energy.gov.za)

Leah.Mnguni@energy.gov.za

For Technical Enquiries

Mr Jabu Lusenga/ Tel: (012) 406 7816

Email address: Jabulani.Lusenga@energy.gov.za