



**NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL**

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**REQUEST FOR QUOTATIONS**

**PRODUCTION OF A NEDLAC NEWSLETTER TEMPLATE AND UPDATING OF NEDLAC WEBSITE**

**1. PURPOSE**

In the context of the Covid19 pandemic and lockdown, there is a need to enhance communication to the Nedlac constituencies as well as the public on the work that Nedlac is doing.

Nedlac is thus looking for a service provider that can develop a template for a newsletter and a webmaster that can improve the front and back end of the Nedlac website.

The requirements are set out below.

**2. NEWSLETTER**

Nedlac is seeing a service provider who will develop a template for a newsletter with the following contents:

**2.1. Header**

- a) The header portion of the newsletter will be the front page; it can have a big welcome graphic (we can use from our Nedlac PPT templates). This was it also serves as the welcoming page of the newsletter and will include the name of the newsletter, the date and a tagline (e.g. "the hub of social dialogue").

- b) The headers can possibly play around with shapes etc. so the lettering in the newsletter may be different from the header, and its font, size and style should remain consistent throughout the newsletter's run.

## 2.2. Lead Story

- c) This would be a story about the most important issue that happened at Nedlac in the last week e.g. publication of a Direction. It would summarise what the issue is about and impact.
- d) There would be a link to the actual document e.g. Direction or Exco minutes.

## 2.3. Progress report on key Nedlac Sub-Committees

- e) Here there would be one paragraph updates as to what transpired in key Nedlac meetings over the last week – covering the Nedlac Rapid Response Team, Job Summit and Chambers.

## 2.4. Featured Articles

- f) Here there would be links to articles where Nedlac has been in the news – a bit like what the DEL does in respect of the new clips or what PARI does in their newsletter.

## 2.5. Upcoming Events

- g) We can profile upcoming meetings on this newsletter so it also serves as a “schedule of meetings” for the week.
- h) This can be in the form of a list of events/meetings etc. (name of each event, a short description of the meeting and who is in the room engaging (orgs in Busa and the different federations), and the dates, times and locations of each event etc.).

## 2.6. Contact Information

- a) A section where useful contact details can be added. We can here also put information of the different social partner organisations and hopefully links to their respective websites.

- b) It should be noted that the requirement is only to develop the template and the content will be produced and inputted by Nedlac staff.

### **3. UPGRADING OF NEDLAC WEBSITE**

The services of a webmaster are required to review the current structure and tabs on the website on an on-off basis. They would also be required to train a Nedlac staff member on how to further update and add new content to the website.

### **4. REQUIREMENTS OF THE SERVICE PROVIDER**

4.1. The potential service provider must provide:

- 4.1.1. A CV (if an individual) and/or company profile (if a company) which provides enough detail and background to suitably assess the bidder's capacity to undertake the scope of work.
- 4.1.2. Three contactable references.
- 4.1.3. Evidence of three previous projects including the following per project:
  - a) Project name;
  - b) Project objectives;
  - c) Role on the project;
  - d) Number of years working on the project; and
  - e) Relevance or link of the project to these terms of reference.

4.1.4. Copy of BBBEE certificate/sworn affidavit

4.2. The successful service provider must have:

- 4.2.1. Demonstrated ability to conduct graphic design and layout of high quality and appealing materials, with emphasis on creative design and artwork.
- 4.2.2. Demonstrated ability in using standard layout and desktop publishing and website content management software.
- 4.2.3. Demonstrated ability to host, maintain and update websites.

- 4.3. Service providers must note that in terms of National Treasury Regulations Nedlac must request a current SARS Tax Clearance Certificate from all its suppliers. Kindly include an original copy of this certificate in your submission. Failure to do this will automatically disqualify your submission.
- 4.4. Payment for deliverables will be made after completion of agreed deliverables and project phases.

## 5. TIMEFRAMES

- 5.1. Individuals and organisations are invited to submit quotations as per these terms of reference by 10 June 2020. The contract will be for the duration of the project, with commencement by no later than 17 June 2020.

## 6. SELECTION AND EVALUATION CRITERIA

### 6.1. Evaluation criteria

The evaluation criteria to be utilised will be the following:

#### 6.1.1. Technical proposal criteria:

|                                      |            |
|--------------------------------------|------------|
| a) <b>Relevant experience</b>        | 50         |
| b) <b>Similar Projects Completed</b> | 50         |
| <b>Total Score</b>                   | <b>100</b> |

Service providers that attain a minimum score of 70 in both the technical and interview evaluation will be evaluated for price and BBBEE.

#### 6.1.2. Proposal validity period

The proposal will be valid for 60 days.

## 7. SUBMISSION OF PROPOSALS

- 7.1. An electronic copy of the proposal must be submitted to [Sibongile@nedlac.org.za](mailto:Sibongile@nedlac.org.za) by 10 June 2020 at 12h00.

## **8. ENQUIRIES**

8.1. Any questions regarding the Terms of Reference should be emailed to Ms Nolwazi Mthembu, in the office of the Executive Director, at [nolwazi@nedlac.org.za](mailto:nolwazi@nedlac.org.za)