



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

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**TERMS OF REFERENCE FOR THE DRAFTING,
COLLATION, EDITING, DESIGN AND PRINTING OF THE NEDLAC ANNUAL REPORT
FOR 2020/21**

1. INTRODUCTION

The National Economic Development and Labour Council (Nedlac) is a statutory body that was established through Nedlac Act No. 35 of 1994 and operates under the terms of its own Nedlac Constitution. Nedlac's vision is to promote growth, equity and participation through social dialogue. Our Mission is to give effect to Nedlac Act by ensuring effective public participation in labour-market and socio-economic policy and legislation and to facilitate consensus and cooperation between the social partners in dealing with South Africa's socio-economic challenges.

2. BACKGROUND

The purpose of this Request for Proposal (RFP) is to engage prospective service providers to submit proposals for the production of Nedlac Annual Report in terms of National Treasury requirements for the production of Annual Reports. Nedlac is required to submit a final Annual Report by 31 August 2021 for the financial year ending 31 March 2021 to the Department of Employment and Labour and Parliament.

In addition, this document will be published as the official Nedlac Annual Report for distribution to the organisation's core partners and stakeholders. In line with the requirements of the Access to Information Act, a PDF version of the Report will be placed on the Nedlac website and electronic versions be submitted to stakeholders.

3. STRUCTURE AND CONTENT REQUIREMENT

3.1. Treasury Regulations stipulate that the Annual Report should contain amongst other areas:

- A report on all Nedlac activities during the financial year under review;
- the financial statements and report on performance information for that financial year (as audited); and
- The Auditor-General's report on those statements.
- Governance
- Human Resources

3.2. A copy of the Annual Report guide for public entities is attached to these Terms of Reference for ease of reference, to form a basis for the development of the Annual Report.

3.3. As a control, the appointed service provider will need to review previous copies of Nedlac Annual Reports to ensure consistency and alignment. Previous copies are available on our Nedlac website for this purpose.

4. SCOPE OF WORK

Nedlac seeks to organisations with suitable experience in report drafting, copywriting, editing, design and production of corporate publications such as Annual Report, who will:

4.1. Produce a Nedlac Annual Report including fulfilling the following tasks:

- Project coordination (against milestones)
- Drafting, copywriting, editing, subbing and proofing of material provided by the Nedlac management;
- Developing a creative design concept
- Finding or taking an estimate of 100 high-resolution photographs including of the Nedlac staff, social partners and various public images according to the theme of the report.
- Provide a graphic design service for image conversions where necessary.

4.2. Provide to Nedlac a:

- Word document in electronic format
- Final proof in PDF file format in electronic format
- The reduced electronic version of the Annual Report suitable for emailing (not more than 4 MB)

4.3. Arrange for the printing of the Annual Report in line with the following technical specifications:

- **Estimated number of pages:** 160 pages
- **Print run:** 400 copies
- **Finishing:** Please supply quotations based on suitable paper options of not less than 90 gsm for the text pages and 200 gsm, matt finished. The binding of the documents should be perfect bound.

4.4. The professional service provider will be required to work closely with Nedlac in choosing the design, look and feel of the Annual Report and to ensure that continuous engagement is kept throughout the completion of the project.

5. REQUIREMENTS OF THE SERVICE PROVIDER

5.1. The potential service provider must provide the following documents which will be used to assess the bid. Failure to submit the required information will automatically disqualify your submission.

- 5.1.1. Proof that the firm is in good standing with the South African Revenue Services (SARS) (i.e. current tax clearance certificate).
- 5.1.2. Entity ownership type and BBBEE certificate.
- 5.1.3. Company registration.
- 5.1.4. Relevant contact details and physical address
- 5.1.5. CV's of the relevant individual/s that are identified for this work which must clearly demonstrate the individual's necessary skills and experience in the area of expertise listed above.

- 5.1.6. At least three (3) examples of previous projects relevant to the above-mentioned scope, including the following information 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.
 - f) Reference letters

5.2. The bidders must provide:

5.2.1. A proposal on its steps and processes towards the development and completion of the Nedlac Annual Report, with a project plan which must be aligned to a pricing schedule.

5.2.2. A pricing schedule which fully and clearly sets out the breakdown of costs in respect of all items to be charged, and accommodates for a maximum of five revisions of drafts documents prior to the submission of the final draft.

5.3. The successful service provider must have:

- 5.3.1. Strong corporate publishing background and experience;
- 5.3.2. Ability to facilitate and manage required processes;
- 5.3.3. Excellent writing, editing, design and printing experience and expertise.
- 5.3.4. Stakeholder engagement and management
- 5.3.5. Dispute resolution and problem-solving
- 5.3.6. Stakeholder management

5.4. The assessment of submission compliance with the applicable government procurement policy and guidelines will be with regards to:

- 5.4.1. Proof of experience and capacity;
- 5.4.2. Ability to deliver within the timeframes applicable;
- 5.4.3. Three examples of previous work and relevant reference letters;
- 5.4.4. Certified copies of BBEEE certificates or Affidavit

5.5. Payment for deliverables will be made after completion of agreed deliverables and project phases;

5.6. Suppliers must quote for the full scope of the project including the printing.

6. TIMEFRAMES

6.1. Individuals and organisations are invited to submit quotations as per these terms of reference. The contract will be for the duration of the project.

6.2. Quotations must include a draft production schedule. However, the following deadlines will need to be strictly adhered to unless otherwise stated by Nedlac:

- a) Submission of electronic first draft copy: 24 June 2021
- b) Electronic Final draft: 16 August 2021
- c) Delivery of 400 hard copies to the Nedlac offices, 14A Jellicoe Avenue, Rosebank by 26 August 2021

7. SELECTION AND EVALUATION CRITERIA

7.1. Evaluation criteria

The evaluation criteria to be utilised will be the following:

7.1.1. Technical proposal criteria:

a) Approach and methodology in managing this project	30
b) Relevant Qualifications	20
c) Relevant experience	30
d) Similar Projects Completed	20
Total Score	100
Total Technical Threshold	70

7.1.2. The below matrix will be used in scoring the proposals:

The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%
A. Approach and methodology in managing this project which should include:		
Interpretation of Terms of Reference to demonstrate an understanding of what is required,		
1. Excellent understanding of what is required in the terms of reference; innovative and practical approach and methodology; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism to ensure that the main deliverables (inception report, profile report and monthly report) are integrated and complementary	5 = Excellent	30%
2. Good understanding of what is required in the terms of reference; practical approach and methodology; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism to ensure that the two main deliverables are integrated and complementary	4 = Good	
3. Satisfactory (or a repeat of ToRs) understanding of what is required in the terms of reference; generic or textbook approach and methodology; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism to ensure that the two main deliverables are integrated and complementary.	3 = Satisfactory	
4. Poor understanding (wrong interpretation) of what is required in the terms of reference and missing one of the following critical components: approach and methodology; action plan; and project monitoring and evaluation mechanism.	2 = Poor	
5. No action plan submitted.	1 = Not Acceptable	
B. Relevant Qualifications of Team members		

The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%
At least one member of the project team must have qualifications in one of the following areas: Media, Communications, Marketing, English Studies, Editing, Design and Publishing or similar		
50% or more of the team has a Post-graduate Degree (Honours/Masters/PHD): NQF 8&9&10 = Excellent	5 = Excellent	20%
60% or more of the team has a Bachelor's Degree/BTech NQF 7 = Good	4 = Good	
70% or more of the team has a Diploma or Advanced Certificate NQF 6 = Satisfactory	3 = Satisfactory	
80% or more of the team has a Higher Certificate NQF 5 = Poor	2 = Poor	
The team members only possess a National Certificate and below NQF 4&3&2&1 = Not Acceptable	1 = Not Acceptable	
C. Relevant experience		
Technical Experience: <ul style="list-style-type: none"> • Strong corporate publishing background and experience; • Ability to facilitate and manage required processes; • Excellent writing, editing, design and printing experience and expertise. 		20%
Strategic Management, Capacity Building and Facilitation <ul style="list-style-type: none"> • Stakeholder engagement and management • Dispute resolution and problem-solving • Stakeholder management 		10%
To evaluate each of the above components, the following criteria will apply:		
10 years or more relevant experience = Excellent	5 = Excellent	Total for Component C: 30%
6 to 9 years' relevant experience = Good	4 = Good	
4 to 5 years' relevant experience = Satisfactory	3 = Satisfactory	
2 to 3 years' experience = Poor	2 = Poor	
0 to 1-year experience = Not Acceptable	1 = Not Acceptable	
D. Similar Projects Completed should indicate the following for each project:		
a. Project name b. Project objectives c. Role on the project d. Number of years working on the project e. Relevance or link of the project to this ToR f. Relevant reference letters		20%

The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%
Number of Completed Similar Projects:		
5 or More Completed Similar Projects = Excellent	5 = Excellent	
4 Completed Similar Projects = Good	4 = Good	
3 Completed Similar Projects = Satisfactory	3 = Satisfactory	
2 Completed Similar Projects = Poor	2 = Poor	
1 Completed Similar Projects = Acceptable	1 = Not Acceptable	

7.1.3. The minimum score for Quality Evaluation

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

7.1.4. Proposal validity period

The proposal will be valid for 60 days.

8. SUBMISSION OF PROPOSALS

- 8.1. All proposals must be submitted to Nedlac, addressed to procurement@nedlac.org.za by no later than **28 April 2021 at 17h00.**
- 8.2. Please note that no late proposals will be considered. Proposals received after the above deadline will not be considered.

9. ENQUIRIES

- 9.1. Any questions regarding the Terms of Reference should be emailed to Ms Nolwazi Mthembu- Makaula, at nolwazi@nedlac.org.za (design and layout) and Ms Busisiwe Milisi- Mngese at busisiwe@nedlac.org.za (content and editing).

