

# REQUEST FOR QUOTATION

<b>REQUEST FOR APPOINTMENT OF A SERVICE PROVIDER TO : DESIGN AND LAYOUT , COPY-EDITING, TYPESETTING AND PROOFING OF VARIOUS PCC PUBLICATIONS</b>	
<b>RFQ NUMBER:</b>	REQ1059
<b>RFQ ISSUE DATE:</b>	28 October 2022
<b>CLOSING DATE AND TIME:</b>	7 November 2022 @ 16h00
<b>RFQ VALIDITY PERIOD</b>	
<b>DESCRIPTION OF SERVICES</b>	The Appointment of a Service Provider to Edit, Typeset and Proofread various publications.
<b>SUBMISSION ADDRESS</b>	Submissions to be sent electronically
<b>PROCUREMENT ENQUIRIES</b>	<p>Name: Patricia Phogole</p> <p>0607710870</p> <p>Email: <a href="mailto:patricia@nedlac.org.za">patricia@nedlac.org.za</a></p>
<b>TECHNICAL ENQUIRIES</b>	<p>Name: Nthabiseng Masinge</p> <p>072 606 6169</p> <p>Email: <a href="mailto:nthabiseng@climatecommission.org.za">nthabiseng@climatecommission.org.za</a></p>

**BIDDER NAME:** .....

**COMPANY REGISTRATION NUMBER:**.....

**CSD NUMBER :**.....

**ADDRESS:** .....

.....

.....

**CONTACT PERSON :** .....

**TEL:** .....

**FAX:** .....

**E-Mail :** .....

**Mobile:** .....

**TOTAL RFQ PRICE R .....(VAT Incl.)**

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity ..... Number:

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company ..... Registration ..... Number:

2.5 Tax ..... Reference ..... Number:

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between **YES/NO**



.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**1. SBD 8 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

.....

**Name of Bidder**

**Position**

.....

**Date**



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids/quotations:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid/quotations is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid/quotations shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

1.5

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.6 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

Pmin = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE  
**(Tick applicable box)**

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....



.....  
.....

8.6 COMPANY CLASSIFICATION

- Y Manufacturer
- Y Supplier
- Y Professional service provider
- Y Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS



**NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL**

P.O. BOX 1775, SAXONWOLD, 2132 – 14A JELICOE AVENUE, ROSEBANK 2196

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**TERMS OF REFERENCE FOR THE  
DESIGN AND LAYOUT , COPY-EDITING, TYPESETTING AND PROOFING OF VARIOUS  
PCC PUBLICATIONS**

## **1. INTRODUCTION**

The Presidential Climate Commission (PCC) secretariate are running a series of events and a national colloquium in support of a PCC Commissioner report on energy planning, technology mix and governance needed to deliver a just transition within our Nationally Determined Contribution (NDC) commitments. The PCC requests proposals to be submitted for the lay-out and design, copy-editing, typesetting and proofreading of various publications compiled by experts and partner institutions of the PCC.

## **2. BACKGROUND**

The PCC is a multi-stakeholder body established by the President of the Republic of South Africa to advise government on the country's climate change response and pathways to a low-carbon climate-resilient economy and society. The PCC conducts its work in an open and transparent manner with the aim of building social consensus around the complex and challenging decisions required to successfully navigate the climate transition. The PCC's mandate emanates from the Presidential Jobs Summit held in 2018, and the PCC is committed to ensuring that the transition is socially just and that the needs of vulnerable groups are addressed.

In fulfilling its mandate, the PCC conducts evidence-based research in order to develop publications with recommendations. These recommendations and findings are documented and publicised in the form of reports, position papers, technical documents, etc. The PCC requires the services of a publishing and multimedia development firm to assist with layout and design , editing, typesetting and proofreading of its publications.

### **3. STRUCTURE AND CONTENT REQUIREMENT**

- 3.1. A full list of publications and their specifications is included in Annexure A.
- 3.2. The service provider is required to provide the PCC with original designs for each publication in Annexure A.

### **4. SCOPE OF WORK**

- 4.1. The PCC seeks a service provider who will provide the following services

#### 4.1.1. Project Management

- Project coordination against milestones for each publication to be provided to the Service Provider
- Regular reporting on project progress
- Deliver final product based on the specified deadline

#### 4.1.2. Copy-Editing

- Substantive editing of documents provided in by the PCC in MS Word – this includes tables and graphs (these may be provided in formats other than MS Word).
- Provide two iterations of edits with and/or for comments by the PCC
- Provide one final (clean) edited version to be approve by PCC and ready for typesetting

#### 4.1.3. Layout and design

- At least two design options should be presented to the PCC for each publication – this can be a cover, two inside pages and back page.
- Layout and design of full edited publications
- Sourcing of high-resolution images in line with contents and design of publication.
- Provide graphic design service for image conversions where necessary
- Proof-reading of final laid-oud versions with comments addressed
- Provide one final print-ready file (in PDF with print margins and bleeds)
- Provide one web ready file (an interactive PDF with hyperlinks)

- Provide open file of the final typeset publication, accompanying graphics and high-resolution images (e.g. INDD/eps)
- 4.2. The professional service provider will be required to work closely with the PCC's Communications team and relevant Project Manager in choosing the design, look and feel of each publication to ensure that continuous engagement is kept throughout the process to the completion of the project.
- 4.3. The service provider is expected to have relatively quick turn-around times and be reasonably readily available on phone and email.

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

5.1. The potential service provider must provide:

5.1.1. Detailed company profile

5.1.2. CVs of the following key role players

- a) Project Manager
- b) Editor
- c) Graphic Designer

5.1.3. Evidence of 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.

5.2. The successful service provider must have:

5.2.1. Strong corporate publishing background and experience;

5.2.2. Ability to facilitate and manage required processes;

5.2.3. Excellent writing, editing, design and printing experience and expertise.

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

5.3.1. Compliance with the stated technical requirements;

5.3.2. Proof of experience and capacity;

5.3.3. Able to deliver within the timeframes applicable;

5.3.4. Attach five examples of previous work;

5.3.5. Certified copies of BBEEE certificates or Affidavit

5.3.6. Proof of registration on Centralised Supplier Database (CSD) and to confirm tax compliance.

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

5.5. Suppliers must quote for the full scope of the project including image sourcing.

## 6. PERIOD OF WORK AND TIMEFRAMES

6.1. The PCC seeks to appoint organisations with suitable experience in copywriting, editing, design and production of corporate publications.

6.2. Organisations are invited to submit quotations as per these terms of reference. The contract will be for the duration of the project.

6.3. Quotations must include a draft production schedule. However, certain deadlines for each publication will need to be adhered to. See Annex B for full list of publications.

## 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) <b>Approach and methodology in managing this project</b>	10
b) <b>Relevant Qualifications</b>	30
c) <b>Relevant experience</b>	30
d) <b>Similar Projects Completed</b>	30
<b>Total Score</b>	<b>100</b>
<b>Total Technical Threshold</b>	<b>70</b>

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

The matrix below will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
<b>Total Functionality</b>	<b>Total Score</b>	<b>100%</b>
<b>A. Approach and methodology in managing this project which should include:</b>		

The matrix below will be used in scoring the proposals: Description of Quality Criteria	Scoring	Weight
and Sub-criteria		
Total Functionality	Total Score	100%
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.	5 = Excellent	10%
2. Good understanding of what is required in the terms of reference; practical approach and methodology; proposed action plan including milestones and timeframes.	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 time frames.	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, milestones, and timeframes.	2 = Poor	
5. No action plan submitted.	1 = Not Acceptable	
<b>B. Relevant Qualifications</b>		
<b>Project Manager</b> - Postgraduate qualifications in one of the following areas: Media, Communications, Marketing, English Studies, Linguistic Studies or similar		
Post-graduate Degree (Honours/Masters/PHD): NQF 8/9/10 = Excellent	5 = Excellent	10%
Bachelor's Degree/BTech NQF 7 = Good	4 = Good	
Diploma Advanced Certificate NQF 6 = Satisfactory	3 = Satisfactory	
Higher Certificate NQ 5 = Poor	2 = Poor	
National Certificate and below NQF 4&3&2&1 = Not Acceptable	1 = Not Acceptable	
<b>Editor</b> – Postgraduate qualifications in one of the following areas: Journalism, Communications, Publishing, English Studies, Linguistic Studies or similar		
Post-graduate Degree (Honours/Masters/PHD): NQF 8/9/10 = Excellent	5 = Excellent	10%
Bachelor's Degree/BTech NQF 7 = Good	4 = Good	
Diploma Advanced Certificate NQF 6 = Satisfactory	3 = Satisfactory	
Higher Certificate NQ 5 = Poor	2 = Poor	
National Certificate and below NQF 4&3&2&1 = Not Acceptable	1 = Not Acceptable	
<b>Graphic Designer</b> - Postgraduate qualifications in one of the following areas: Media, Communications, Marketing, Publishing, Graphic Design, Informatics or similar		
Post-graduate Degree (Honours/Masters/PHD): NQF 8/9/10 = Excellent	5 = Excellent	10%
Bachelor's Degree/BTech NQF 7 = Good	4 = Good	
Diploma Advanced Certificate NQF 6 = Satisfactory	3 = Satisfactory	

The matrix below will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
<b>Total Functionality</b>	<b>Total Score</b>	<b>100%</b>
Higher Certificate NQ 5 = Poor	2 = Poor	
National Certificate and below NQF 4&3&2&1 = Not Acceptable	1 = Not Acceptable	
<b>C. Relevant experience</b>		
<b>Project Manager Technical Experience:</b>		
<ul style="list-style-type: none"> <li>• Strong corporate publishing background and experience;</li> <li>• Ability to facilitate and manage required processes;</li> <li>• Excellent writing, editing, design and printing experience and expertise.</li> </ul>		
To evaluate each of the above components, the following criteria will apply:		
15 years or more relevant experience = Excellent	5 = Excellent	10%
10 to 14 years' relevant experience = Good	4 = Good	
5 to 9 years' relevant experience = Satisfactory	3 = Satisfactory	
2 to 4 years' experience = Poor	2 = Poor	
0 to 1 year experience = Not Acceptable	1 = Not Acceptable	
<b>Editor Technical Experience:</b>		
<ul style="list-style-type: none"> <li>• Strong copy-editing background and experience;</li> <li>• Ability to translate complex concepts;</li> <li>• Background editing for corporate, government and multinationals.</li> </ul>		
To evaluate each of the above components, the following criteria will apply:		
10 years or more relevant experience = Excellent		10%
7 to 9 years' relevant experience = Good		
4 to 6 years' relevant experience = Satisfactory		
2 to 3 years' experience = Poor		
0 to 1 year experience = Not Acceptable		
<b>Graphic Designer Technical Experience:</b>		
<ul style="list-style-type: none"> <li>• Strong graphic design background and experience;</li> <li>• Ability to translate complex concepts;</li> <li>• Background designing for corporate, government and multinationals.</li> </ul>		
To evaluate each of the above components, the following criteria will apply:		
10 years or more relevant experience = Excellent		10%
7 to 9 years' relevant experience = Good		
4 to 6 years' relevant experience = Satisfactory		
2 to 3 years' experience = Poor		
0 to 1 year experience = Not Acceptable		
<b>D. Similar Projects Completed should indicate the following for each project:</b>		
<ol style="list-style-type: none"> <li>Project name</li> <li>Project objectives</li> <li>Role on the project</li> <li>Number of years working on the project</li> <li>Relevance or link of the project to this ToR</li> </ol>		30%

The matrix below will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
<b>Total Functionality</b>	<b>Total Score</b>	<b>100%</b>
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 BBEE.

## 8. SUBMISSION OF PROPOSALS

8.1. Proposal must be submitted to [patricia@nedlac.org.za](mailto:patricia@nedlac.org.za) and copy [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za) by no later than 7 November 2022 at 16h00

8.2. Please note that no late proposals will be considered. Proposals received after the above deadline will be recorded as such in a register which will be kept for this purpose.

## 9. ENQUIRIES

9.1. Any questions regarding the Terms of Reference should be emailed to Ms Nthabiseng Masinge, Senior Communications and Stakeholder Engagement Specialist at [nthabiseng@climatecommission.org.za](mailto:nthabiseng@climatecommission.org.za)



## ANNEXURE A

### List of PCC Publications

Title	No. of pages	Draft for Editing	Draft Proof Typesetting	Final Design / Publish
1. Responding to Climate Disasters – KZN Floods Study Report 1	<b>48</b>	1 November 2022	7 November 2022	15 November 2022
2. Responding to Climate Disasters – KZN Floods Study Report 2	<b>39</b>	1 December 2022	7 December 2022	15 December 2022
3. A Critical Analysis of the Impacts of and Responses to the April-May 2022 Floods in KwaZulu-Natal	<b>13</b>	1 November 2022	7 November 2022	15 November 2022
4. CBAM paper	<b>20</b>	1 November 2022	7 November 2022	15 November 2022
5. Report on Electricity in the Just Energy Transition	<b>40</b>	March 2023	March 2023	March 2023
6. A report on Implementing the Just Transit Framework	<b>40</b>	March 2023	March 2023	March 2023
7. Investing in Jobs – Skills and Just Transition Report	<b>40</b>	June 2023	June 2023	June 2023
8. Financing for a Just Transition in SA	<b>20</b>	1 November 2022	7 November 2022	15 November 2022
9. Building Adaptative Cities – Just Urban Transition Report	<b>40</b>	February 2022	February 2022	February 2022
10. Towards Just Energy Transition – PCC Recommendations on Integrated Plan for South Africa	<b>40</b>	March 2023	March 2023	March 2023
11. Curriculum Review for Jobs in the Green Economy- Skills Summit Report and Recommendations	<b>40</b>	March 2023	March 2022	March 2022
12. Just Transition Financing Mechanism	<b>24</b>	1 November 2022	7 November 2022	15 November 2022