



<b>REQUEST FOR QUOTATION FOR COLLATION, EDITING, DESIGN AND PRINTING OF THE NEDLAC ANNUAL REPORT FOR THE PERIOD OF TWO FINANCIAL YEARS 2022/23 AND 2023/24</b>	
<b>RFQ NUMBER:</b>	<b>REQ10746</b>
<b>RFQ ISSUE DATE:</b>	<b>06 April 2023</b>
<b>CLOSING DATE AND TIME:</b>	<b>18 April 2023 @ 11h00</b>
<b>RFQ VALIDITY PERIOD</b>	<b>30 Days (COMMENCING FROM RFQ CLOSING DATE)</b>
<b>DESCRIPTION OF SERVICES</b>	<b>REQUEST FOR QUOTATION:</b> <b>COLLATION, EDITING, DESIGN AND PRINTING OF THE NEDLAC ANNUAL REPORT FOR THE PERIOD OF TWO FINANCIAL YEARS 2022.23 AND 2023/24</b>  <b>Refer to terms of reference from page 14</b>
<b>SITE VISIT DATES</b>	
<b>SUBMISSION EMAIL ADDRESS</b>	<a href="mailto:sibongile@nedlac.org.za">sibongile@nedlac.org.za</a> and copy <a href="mailto:procurement@nedlac.org.za">procurement@nedlac.org.za</a>



<b>PROCUREMENT ENQUIRIES</b>	<b>Name: Sibongile Pheeha</b> <b>Tel: 0607710835</b> <b>Email: <a href="mailto:sibongile@nedlac.org.za">sibongile@nedlac.org.za</a></b>
<b>TECHNICAL ENQUIRIES</b>	<b>N/A</b>



## **REQUEST FOR QUOTATION**

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

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

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

**ADDRESS:** .....  
.....  
.....

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

**TEL:** .....

**FAX:** .....

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

**Mobile:** .....

<b>TOTAL RFQ PRICE R</b> ..... <b>(VAT Incl.)</b>
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**SBD 4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,  
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.




2.2

Do you,

or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  
**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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>2</sup> will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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<sup>2</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.



.....

Signature

.....

Date

.....

Position

.....

Name of bidder





## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) BBBEE

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
--	--------





<b>PRICE</b>	<b>80</b>
<b>BBBEE</b>	<b>20</b>
<b>Total points for Price and BBBEE</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 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**



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

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—



- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The BBEE allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Level 1	10	20		
Level 2	8	16		
Level 3	5	10		
Level 4	4	8		
Level 5	3	6		



Level 6-8	0	0		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....



## **TERMS OF REFERENCE FOR THE COLLATION, EDITING, DESIGN AND PRINTING OF THE NEDLAC ANNUAL REPORT FOR THE PERIOD OF TWO FINANCIAL YEARS 2022/23 AND 2023/24**

### **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. As such it is required annually to prepare an Annual Report in terms of national government requirements.

### **2. BACKGROUND**

The purpose of this Request for Proposal (RFP) is to secure a service provider to produce our Annual Report for two years in terms of National Treasury requirements for the production of Annual Reports. Nedlac is required to submit a final Annual Report by the end of August each year for the financial year ending 31 March to the Department of Employment and Labour.

This document will be published as the official Nedlac Annual Report for publication on the Nedlac website and for distribution to the organisation's core partners and 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 for that financial year (as audited); and
- The Auditor-General's report on those statements.

3.2. A copy of the Annual Report guide for public entities is attached to these Terms of Reference.

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



Nedlac seeks to appoint a service provider who will:

- 4.1. Produce a Nedlac Annual Report for the 2022/23 and 2023/24 financial years including fulfilling the following tasks:
  - Project coordination (against milestones to be provided by the Service Provider)
  - Copywriting, editing, subbing and proofing of material provided by the Nedlac management;
  - Develop a creative design
  - Find or take high-resolution photographs including of the 53 Nedlac and PCC staff, 20 images according to the theme of the report, 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:
  - 2 X word versions for comments by Nedlac
  - 1 X PDF laid out version for comment
  - 1 x PDF for electronic format
  - The reduced electronic version of the Annual Report suitable for emailing (not more than 4 MB)
- 4.3. Arrange the printing of the Annual Report in line with the following technical specifications:
  - **Estimated number of pages:** 130 pages
  - **Print run:** 250 copies
  - **Finishing:** Please supply quotations based on suitable paper options of not less than 90 gsm for the text pages and 200 gsm cover, matt finished. The binding of the documents should be perfect bound.
- 4.4. The appointed service provider will need to review at least two annual reports of the previous financial year to ensure consistency and alignment. Previous copies are available on our Nedlac website for this purpose.
- 4.5. The appointed service provider will be required to work closely with Nedlac in finalising 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:
- 5.1.1. Detailed company profile
  - 5.1.2. 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 functionality will be looked at against the following requirements:
- 5.3.1. Proof of experience;
  - 5.3.2. Able to deliver within the timeframes applicable;
  - 5.3.3. Attach five projects of previous work (physical samples);
  - 5.3.4. Certified copies of BBEEE certificates or Affidavit
  - 5.3.5. Proof of registration on Centralised Supplier Database (CSD) and to confirm tax compliance.
- 5.4. Suppliers must quote for the full scope of the project including the printing.
- 5.5. Payment for deliverables will be made after completion of agreed deliverables and project phases;

## **6. PERIOD OF WORK AND TIMEFRAMES**

- 6.1. Nedlac seeks to appoint individuals or organisations with suitable experience in copywriting, editing, design and production of corporate publications for a period of two (2) years subject to good performance.
- 6.2. Nedlac reserves a right to only appoint for one (1) year.





- 6.3. Moreover, Nedlac reserves a right to terminate this contract after year one (1).
- 6.4. Individuals and organisations are invited to submit quotations as per these terms of reference.
- 6.5. The contract will be for the duration of the project.
- 6.6. Quotations must include a draft production schedule. However, the following deadlines will need to be strictly adhered to:
  - a) Submission of first draft copy: mid June 2023/24 (Schedule for the Annual Report to be provided to the appointed service provider)
  - b) Final draft: mid July 2023/24
  - c) Delivery of 250 copies to the Nedlac offices, 14A Jellicoe Avenue, Rosebank by third week in August 2023/24

## **7. SELECTION AND EVALUATION CRITERIA**

### **7.1. Evaluation criteria**

- (a) The minimum functionality points of seventy (70) are required to qualify to be evaluated for pricing and BEE in phase two.
- (b) Bids will be scored per the following criteria:  
5= Excellent; 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Not acceptable
- (c) As this procurement is expected not to exceed a maximum of R50 million, the 80/20 preferential procurement measure is applicable. In order to achieve specific goals, a maximum of 20 points will be awarded to a bidder for broad-based black economic empowerment as follows:
  - B-BBEE status Level 1 contributor: 20 points
  - B-BBEE status Level 2 contributor: 16 points
  - B-BBEE status Level 3 contributor: 10 points
  - B-BBEE status Level 4 contributor: 8 points
  - B-BBEE status Level 5 contributor: 6 points
  - B-BBEE status Level 6 - 8 contributor: 0 points

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



Element	Functionality evaluation		Weight	Total score
Proposed Technical approach and methodology of the bidder:	Rating out of 5	Assessment criteria		
<ul style="list-style-type: none"> <li>Understanding of the required scope of work <b>(5 points)</b>;</li> </ul>	1	Not acceptable	40%	
	2	Poor		
	3	Satisfactory		
	4	Good		
	5	Excellent		
<ul style="list-style-type: none"> <li>Methodology as to how the scope of work will be executed <b>(25 points)</b>;</li> </ul>	1	Not acceptable		
	2	Poor		
	3	Satisfactory		
	4	Good		
	5	Excellent		
<ul style="list-style-type: none"> <li>An example project plan showing the production of an annual report indicating timeframes and activities <b>(30 points)</b>;</li> </ul>	1	Not acceptable		
	2	Poor		
	3	Satisfactory		
	4	Good		
	5	Excellent		
Suitability of the proposed team:	Rating out of 5	Assessment criteria		
<ul style="list-style-type: none"> <li>Team members (production manager, editor, proof-reader and designer) must have at least five (5) years' experience <b>(30 points)</b>;</li> </ul>	1	Team members do not have the required experience	30%	
	2	Team members have less than five years' experience		
	3	Team members have the required experience		
	4	Team members have more than five years' experience		
	5	Team members have more than eight years' experience		
Suitability of the bidder:	Rating out of 5	Assessment criteria		



<ul style="list-style-type: none"> <li>• Bidder to have produced (design and print) at least three annual / corporate reports. <b>(20 points);</b></li> </ul>	1	Less than two examples of corporate reports accompanied by a letter of confirmation by the client that the bidder undertook the production of the report	30%	
	2	Less than three examples of corporate reports accompanied by a letter of confirmation by the client that the bidder undertook the production of the report		
	3	Three examples of corporate reports accompanied by a letter of confirmation by the client that the bidder undertook the production of the report		
	4	More than three examples of corporate reports accompanied by a letter of confirmation by the client that the bidder undertook the production of the report		
	5	More than five examples of corporate reports accompanied by a letter of confirmation by the client that the bidder undertook the production of the report		
<b>TOTAL POINTS</b>			<b>100%</b>	

#### 7.1.2. 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 [Sibongile@nedlac.org.za](mailto:Sibongile@nedlac.org.za) and copy [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za) by no later than 18 April 2023 at 11h00.

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. SUBMISSION AND ENQUIRIES

9.1. Service providers should send their quotation and accompanying relevant documentation to [Sibongile@nedlac.org.za](mailto:Sibongile@nedlac.org.za) and copy [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za) by 13 April 2023 at 11h00.

### 10. TECHNICAL ENQUIRIES



10.1. Any questions regarding the Terms of Reference should be emailed to Ms Nozipho Ngema, in the office of the Executive Director, at [nozipho@nedlac.org.za](mailto:nozipho@nedlac.org.za)

**10.2. PAYMENT TERMS**

Payments will be made within 30 days from receipt of invoice and against presentation of satisfactory deliverables as will be agreed upon on appointment of the successful bidder/service