



small business
development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FULL AND PROFESSIONAL EDITING, PROOF-READING, DESIGN, LAYOUT AND PRODUCE THE ANNUAL REPORTS (2020/21 TO 2022/23; ANNUAL PERFORMANCE PLANS (2022/23 TO 2024/25) AND STRATEGIC PLAN (IF APPLICABLE) FOR A PERIOD OF 36 MONTHS

DSBD ODG 001(2021/2022)

DATE OF ISSUE : 7th MAY 2021
CLOSING DATE AND TIME : 31st MAY 2021 @ 11H00
BID VALIDITY PERIOD : 120 DAYS

SUBMISSION ADDRESS (OPTIONAL):

In compliance to COVI19 Regulations, submission of hard copies before the closing date and time must be made on arrangement with the SCM Office via email indicated below.

Supply Chain Management

77 MEINTJIES STREET

3rd FLOOR, BLOCK G

the dtic CAMPUS

SUNNYSIDE

0001

Email: dsbdtenders@dsbd.gov.za

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1. OBJECTIVES

1.1. The objective of this request for proposal is to appoint a suitably qualified, knowledgeable, and experienced service provider to provide full and professional editing, proof-reading, design, layout, and printing services for the Department's 2020/21 to 2022/23 Annual Reports and 2022/23 to 2024/25 Annual Performance Plans and, if applicable, the Strategic Plan as follows:

1.1.1. Annual Report

- a) 2020/21 Annual Report
- b) 2021/22 Annual Report
- c) 2022/23 Annual Report

1.1.2. Annual Performance Plan

- a) 2022/23 Annual Performance Plan
- b) 2023/24 Annual Performance Plan
- c) 2024/25 Annual Performance Plan.

1.1.3. Strategic Plan (if applicable)

1.2. The following services would be required of the service provider:

- 1.2.1 Editing,
- 1.2.2 Proof-reading,
- 1.2.3 Design and layout,
- 1.2.4 Electronic submission of each document – pdf, editable version.
- 1.2.5 Printing

1.3. The service provider must also be available to perform the same services, as outlined above, for the Strategic Plan of the Department, should a need arise during the duration of the contract. However, the service provider is expected to provide an estimate for the service.

2. SCOPE OF WORK

2.1 The Service provider will be provided with the approved Department's Annual Reports and Annual Performance Plans (and Strategic Plan, if a need arises). The service provider will be expected to design and organise the information for these documents according to pre-determined formats and themes, which will be communicated to the service provider.

2.2 The design specification should be in line with DSBD corporate identity. The DSBD will provide its corporate identity specifications to the successful service provider, which will specify the corporate colours, fonts, size, paper quality, photos, and pictures, etc. to be used. The successful service provider will be required to make provision for a minimum of three mock-ups for the documents for approval.

2.3 The service provider is expected to meet the following **Production** timeframes:

2.3.1 Timeframes for the 2020/21 Annual Report (Estimated project timeframes: August 2021 to mid-September 2021)

2.3.1.1 The Department will provide the service provider with an audited 2020/21 Annual Report.

2.3.1.2 The first edited version of the 2020/21 Annual Report will be required within three (3) working days from receipt of the document.

2.3.1.3 The DSBD will provide the service provider with changes, comments, and inputs for follow-on amendments.

2.3.1.4 Follow-on versions will be required within two (2) working days from receipt by the service provider.

The **last printer's proof** and the **final printed copies** will be as per the agreed timelines

2.3.2 Timeframes for the 2022/23 Annual Performance Plan (Estimated project timeframes: February 2022 to first week of March 2022)

2.3.2.1 The Department will provide the service provider with the draft 2022/23 APP.

2.3.2.2 The first edited version of the 2022/23 Annual Performance Plan will be required within three (3) working days from receipt of the document by the service provider.

2.3.2.3 The DSBD will provide the service provider with changes, comments, and inputs for follow-on amendments.

2.3.2.4 Follow-on versions will be required within two (2) working days from receipt by the service provider.

The **last printer's proof** and the **final printed copies** will be as per the agreed timelines

2.3.3 Timeframes for the 2021/22 Annual Report (Estimated project timeframes: August 2022 to mid-September 2022)

2.3.3.1 The Department provides the service provider with the approved 2021/22 Annual Report.

2.3.3.2 The first edited version of the 2020/21 Annual Report is expected to be submitted to DSBD within three (3) working days after receipt.

2.3.3.3 DSBD will provide the service provider with changes, comments, and inputs for follow-on amendments.

2.3.3.4 Follow-on versions will be required from the service provider within two working days after changes, comments, and inputs.

The **last printer's proof** and the **final printed copies** will be as per the agreed timelines

2.3.4 Timeframes for the 2023/24 Annual Performance Plan (Estimated project timeframes: February 2023 to first week of March 2023)

2.3.4.1 The Department provides the service provider with the draft 2023/24 APP.

2.3.4.2 The first edited version of the 2022/23 Annual Performance Plan will be required within three (3) working days after receipt.

2.3.4.3 DSBD will provide the service provider with changes, comments, and inputs for follow-on amendments.

2.3.4.4 Follow-on versions will be required from the service provider within two working days after changes, comments, and inputs.

The **last printer's proof** and the **final printed copies** will be as per the agreed timelines

2.3.5 Timeframes for the 2022/23 Annual Report (Estimated project timeframes: August 2023 to mid-September 2023)

2.3.5.1 The Department provides the service provider with the approved 2020/21 Annual Report.

2.3.5.2 The first edited version of the 2022/23 Annual Report will be required within three (3) working days after receipt.

2.3.5.3 DSBD will provide the service provider with changes, comments, and inputs for follow-on amendments.

2.3.5.4 Follow-on versions will be required from the service provider within two working days after changes, comments, and inputs.

The **last printer's proof** and the **final printed copies** will be as per the agreed timelines

2.3.6 Timeframes for the 2024/25 Annual Performance Plan (Estimated project timeframes: February 2024 to first week of March 2024)

2.3.6.1 The Department provides the service provider with the draft 2024/25 APP.

2.3.6.2 The first edited version of the 2024/25 Annual Performance Plan will be required within three (3) working days after receipt.

2.3.6.3 DSBD will provide the service provider with changes, comments, and inputs for follow-on amendments.

2.3.6.4 Follow-on versions will be required from the service provider within two working days after changes, comments, and inputs.

The **last printer's proof** and the **final printed copies** will be as per the agreed timelines

2.3.7 Timeframes for the Strategic Plan (where applicable)

2.3.7.1 The timeframes for the Strategic Plan will be provided to the service provider during the three-year contract period if it becomes necessary to develop / review the Strategic Plan.

2.4 Design Specifications

2.4.1 Design and printing will be done on edited and approved document which will be provided by DSBD.

2.4.2 Format of the publication

2.4.2.1 **Page size:** A4 (Landscape / Combination of Landscape and Portrait).

2.4.2.2 Number of pages

a) Annual Report – estimated at 200 pages per document.

b) Annual Performance Plan – estimated 100 pages per document.

2.4.2.3 **Quantity to be printed:** the number is dependent on Parliament's determination. The service provider will be informed of the specific number once received from Parliament. However, for costing purposes, the service provider must indicate the cost of printing per copy, and this will be multiplied by the number of copies when the exact number has been specified.

2.4.2.4 Paper and Binding specifications

2.4.2.4.1 Paper: 128gsm

2.4.2.4.2 Cover Board: Matt, 300gsm

2.4.2.4.3 Binding: Perfect Binding

2.4.2.4.4 Colour: Full Colour

2.4.2.4.5 Finishing: Matt lamination, deep spot UV vanish

2.4.3 Memory Stick

2.4.3.1 Production of one memory stick to accompany the final deliveries.

2.4.3.2 Memory stick to be labelled and packaged.

2.4.3.3 Content/information in the memory to be saved in PDF format

3 DSBD'S ROLES AND RESPONSIBILITIES

3.1 Communicate with the appointed service provider through e-mails and phone (where necessary) regarding all instructions and logistics.

3.2 Share all guidelines for development and compilation of the documents.

3.3 Provide content for all the documents

3.4 Provide the service provider with photos of the Minister, Deputy Minister and Director-General

3.5 Provide the service provider with pictures to be used in the documents.

3.6 Approve copywriting artwork designed by service provider.

3. EVALUATION OF THE PROPOSAL

3.1. Phase 1: Preliminary Evaluation

3.1.1. The first step is a Preliminary Evaluation (compliance check), which will be conducted to confirm compliance and completeness of documents, i.e., Tax compliance, complete SBD forms (SBD 1; SBD 4; SBD 6; SBD 8 and SBD 9) and other documentation that might have been required for the tender (e.g., samples) . Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**

3.1.2. DSBD may request clarification or further information regarding any aspect of the bid, e.g., update of the Tax Compliance status where a bidder is non-tax compliant on the closure of the tender). The bidder must supply the requested information **within 7 days** after the request has been made otherwise the bid will be disqualified.

3.2. Phase 2 : Functionality Evaluation

3.2.1. The second phase will be the evaluation to determine the capability of the potential service providers to deliver on the specified requirements. The following criteria will be used to evaluate proposals that met the Preliminary Evaluation criteria and a bidder must score a minimum of **70 points** on functionality to qualify for further evaluation in terms of Price and BEE Status Level of Contributor.

3.2.2. A key score of 0 to 5 will be applied as follows:

Score	Description
0– Non-compliant	Not compliant with the set requirements
1 – Poor	Unacceptable, does not meet set requirements
2 – Average	Reasonable but not sufficient to fully satisfy the set requirements
3 – Good	Fully complies to the set minimum requirements
4 – Very Good	Above average compliance to the set requirements
5 – Excellent	Meets and exceeds the set requirements

	Functionality Criteria	Weight	Key Score (0-5)
1.	<p align="center">References/Track record</p> <p>For the purpose of this request, the service provider must provide at least four (4+) electronic samples (full documents) each of Annual Reports, Annual Performance Plans and Strategic Plans previously edited, proof-read, designed, and had done its layout.</p>	30	
	Value		
	1) At least four (4+) electronic samples (full documents) each of Annual Reports, Performance Plans and Strategic Plans previously edited, proof-read, designed, and had done its layout (5)		
	2) At least three (3) electronic samples (full documents) each of Annual Reports, Annual Performance Plans and Strategic Plans previously edited, proof-read, designed, and had done its layout. (4)		
	3) At least two (2) electronic samples (full documents) each of Annual Reports, Annual Performance Plans and Strategic Plans previously edited, proof-read, designed, and had done its layout (3)		
	4) No electronic samples (full documents) of Annual Reports, Annual Performance Plans and Strategic Plans previously edited, proof-read, designed, and had done its layout (0).		
2.	<p align="center">Experience/Track Record</p> <p>For the purpose of this request the Service Provider must have a minimum of five (5) years' experience in producing Annual Reports, Annual Performance Plans and Strategic Plans of organisations similar to DSBD (government departments)</p> <p>(In addition to demonstrating the experience, proposals must include proof of delivering similar services i.e., provide four (4+) contactable references of four successfully completed projects – Please provide name of organisation, project completed, contact name and number).</p>	20	

	Functionality Criteria	Weight	Key Score (0-5)
	<p style="text-align: center;">Value</p> <p>1) Eight+ years of experience with four (4+) contactable references of four successfully completed projects (5)</p> <p>2) Seven+ years of experience with 4 contactable references of four successfully completed projects (4)</p> <p>3) Five+ years of experience with 4 contactable references of four successfully completed projects (3)</p> <p>4) No contactable references (0)</p>		
3.	<p style="text-align: center;">Capacity to deliver</p> <p>Provide details of experience and expertise of the Project Leader and Team Members in relation to the Request for Proposal. The CV of the project leader and team members should indicate the number of years producing Annual Reports, Annual Performance Plans and Strategic Plans of organisations similar to DSBD (government departments). The process of delivery of this project: whether the service provider has internal capacity or will outsource some of the project deliverables to other service providers.</p> <p style="text-align: center;">Value</p> <p>1) Project Leader 8+ years; and Team Members minimum experience of five (5+) years (5)</p> <p>2) Project Leader 7+ years; and Team Members minimum experience of five (5) years (4)</p> <p>3) Project Leader 5+ and Team Members minimum experience of three (3) years (3).</p> <p>4) Project Leader not specified and Team Members with no experience (0).</p>	20	

	Functionality Criteria	Weight	Key Score (0-5)
4.	<p align="center">Project Implementation Plan</p> <p>Service provider to provide a fully detailed project implementation plan aligned to the time frames and standards of the project.</p>	30	
	Value		
	<p>1) Fully detailed project implementation plan aligned to the time frames (Deliverables) and standards of the project. In addition, the Plan must provide for the following (5):</p> <p>1.1 Activity Plan</p> <p>1.2 Articulation of the responsibilities of the project team.</p> <p>1.3 Risk Management and Contingency Plan</p> <p>1.4 Quality assurance</p> <p>1.5 Costing</p>		
	<p>2) Project implementation plan aligned to the time frames and standards of the project and includes Activity Plan, Risk and Contingency Plan and Quality Assurance (4)</p>		
	<p>3) Project implementation plan with no clear timeframes and standards and includes and activity Plan and Articulation of the responsibilities of the project team (3)</p>		
	<p>4) No project plan (0)</p>		
	Total Points	100	

3.3. Phase 3: Price (80) and B-BBEE Status Level of Contributor (20)

3.3.1. Only bidders that scored a total of **70 points and above on functionality** will be considered on this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	80

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

3.3.2. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table as set out in the Preference Points Claim Form (SBD 6).

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

3.3.3.A valid B-BBEE certificate issued by a member of and accredited B-BBEE rating agency or a sworn affidavit signed by the Commissioner of Oath.

4. TERMS AND CONDITIONS

- 5.1 Only fully compliant National Treasury's Central Supplier Database (CSD) registered service provider's proposals will be considered.
- 5.2 The completed SBD 4, 6.1, 8 and 9 documents attached to this request for proposal must be completed and returned with the proposal. Failure to submit completed and signed SBD 1; SBD 4; SBD 6.1, SBD 8 and SBD 9 documents with proposals will invalidate the proposal.
- 5.3 Failure to submit a valid BBEE Certificate will result in no points for BBEE being awarded.
- 5.4 No late proposals will be accepted under any circumstances.
- 5.5 Suppliers must complete and **return all the required documents**, failing which, the supplier's proposal will be declared invalid.
- 5.6 Any printing omissions, errors and mistakes by the service provider will be at the service provider's cost. This includes re-printing the document if the final prints carry the printer's mistakes/errors/omissions.
- 5.7 The service provider should have sound internal processes for ensuring that professional service is rendered.
- 5.8 The Department will proof-read the document and review the printer's proof. The service provider should have knowledge on editing, design and lay-out.
- 5.9 Engagements between DSBD and the appointed service provider should ensure that the final submission date is observed.

5. SUBMISSION OF DOCUMENTS AND ENQUIRIES

- 6.1 The following format must be adhered to when bid documents are submitted, be it arranged hand (i.e., as per appointment) delivery at **77 Meintjies Street, Block G, 3rd Floor, the dtic Campus** or through the email, dsbdtenders@dsbd.gov.za or uploading on OneDrive link (to be provided with the tender documents):
 - 5.1.1. Folder 1 or Annexure A: Standard Bidding Documents (SBD), i.e., SBD 4, SBD 6.1, SBD 8; and SBD 9; Certificate of Compliance (Industry Associations or Accreditation) where applicable.
 - 5.1.2. Folder 2 or Annexure B: Pricing Schedule (SBD 1 and 3.1)
 - 5.1.3. Folder 3 or Annexure C: Functional Proposal
 - 5.1.4. Folder 4 or Annexure D: Samples
- 5.2. For hand delivery, bidders are required to submit **one (1) original plus a USB properly labelled as per 6.1 above.**

5.3. Bids received after the closing date and time will be disqualified.

5.4. All enquiries must be directed to SCM at dsbdtenders@dsbd.gov.za and Specification enquiries must be directed to thlabioa@dsbd.gov.za

APPROVED



SEMPHETE OOSTERWYK

CHAIRPERSON: BID ADJUDICATION COMMITTEE

DATE: 06 May 2021