



**cooperative
governance**

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONCEPTUALISE, DESIGN, LAYOUT, EDIT AND PRINT THE DEPARTMENT OF COOPERATIVE GOVERNANCE (DCOG) STRATEGIC PLAN, ANNUAL PERFORMANCE PLAN AND ANNUAL REPORT FOR A PERIOD OF 36 MONTHS

1. PURPOSE OF ASSIGNMENT

The Department of Cooperative Governance (DCoG) seeks to appoint a service provider to conceptualise, design, layout, edit and print the Strategic Plan, Annual Performance Plan (APP) and Annual Report (AR) for a period of 36 months.

2. INTRODUCTION

Section 40 (1) and (3) of the PFMA, Chapter 5 and 18 of the Treasury Regulations sets out the legislative requirements for the development of Strategic Plans and Annual Performance Plans and compilation of Annual Reports. According to these clauses, the Annual Performance Plans must be developed in consistent with the allocations of the Medium-Term Expenditure Framework for each Department and the Annual Report must be submitted within five months after the end of a financial year to the relevant Treasury on the activities of the Department during the financial year concerned.

The Department is obligated to table 60 copies and one (1) disc of the approved Strategic Plan, Annual Performance Plan and Annual Report in Parliament during March and on 30 September every year or on a date determined and communicated by the leader of government business.

Given that the year 2024 marks the beginning of a five-year planning cycle, the Department is legislatively required to develop the Strategic Plan outlining the outcomes that will help to achieve government's priorities and realise its mandate. The Department will be publishing three (3) Annual Performance Plans, three (3) Annual Reports, one per year as well as one (1) Strategic Plan in the third year of this project.

3. PROBLEM STATEMENT

The Department seeks to procure professional services for the conceptualisation, design, layout, editing and printing of its Strategic Plan, Annual Performance Plan and Annual Report for 36 months. The requirement to produce these publications is a legislative obligation as outlined in paragraph 2. that the Department ought to comply with.

The Department does not have the capacity and expertise to carry out the services that are being procured, which as a result necessitated to the outsourcing of these services.

4. SCOPE OF THE ASSIGNMENT

The scope of the assignment for the conceptualisation, design, layout, editing and printing of the Department's Strategic Plan, Annual Performance Plan and Annual Report are as follows:

- a) Develop a project proposal outlining the expected deliverables with specific timeframes and the methodology in line with the specifications detailed in these Terms of Reference.
- b) Develop three concept designs in line with the Department's Corporate Identity (CI) for each publication. The CI will be provided to the prospective bidder upon awarding of the bid.
- c) The content of publications will be provided by the Department.
- d) Graphic design and layout of the publications to include imagery approved by the DCoG. The selection must be done in consultation with the DCoG project manager.
- e) The layout must make provision for scanning, as well as the photographic manipulation of images, such as merges, deep editing, shadow effects, feathering and creative borders
- f) Perform professional language editing and proof reading of the publications.
- g) Manage version control on all layout drafts up until final signoff.
- h) Submit the printer's proof for approval by the Department in accordance with the timelines agreed upon.
- i) Submit two samples of hard copies to the Department for approval and sign-off.
- j) Print hard copies of the approved final publications in-line with the specifications.
Provide a pdf printable version of the final publication file ready to be published in the Department's website. The PDF file must be an e-book with a clickable table of contents
- k) Provision of the artwork (PDF file) for printing.
- l) Deliver hard copies to the DCoG Head Office and to Parliament.
- m) The Strategic Plan is envisaged to be 90 pages, the Annual Report 300 pages and Annual Performance Plan 90 pages with a glossy cover as per the specifications delineated in paragraph 6 below.
- n) Bidders are required to price their bid on 90 normal pages for the Strategic Plan, 300 normal pages for the Annual Report and 90 for the Annual Performance Plan. Also indicate the cost variation per page if less or more than the specified pages need to be printed for each public publication.

5. PUBLICATION DELIVERABLES

The table below approximates the project activities and tasks that will be undertaken for the duration of the project. The delivery dates for the below mentioned activities will be agreed between the DCOG and prospective bidder.

The bidder must be flexible to any changes in project timelines as required by the Department as dates for the tabling of the Strategic Plan and APP are determined by Parliament and communicated around February or early March each year. The bidder should be able to work under tight deadlines taking into consideration the changes that may be made on the final Strategic Plan, Annual Performance Plan and Annual Report prior tabling in Parliament. The detailed production schedule for the printing of the Report will be developed in consultation with the appointed service provider.

The Strategic Plan and Annual Performance Plan are developed in accordance with the formats provided for by the Department of Planning, Monitoring and Evaluation (DPME) through the Revised Framework for Strategic Plans and APPs (2019), which can be made available to the bidders on request. Similarly, the Annual Report is developed according to the Guide and the specimen issued by National Treasury to provide guidance to Departments on the development of Annual Reports.

Project milestones	Responsibility	Estimated timeframe for APP 2022 - 2024	Estimated timeframe for Strategic Plan 2024	Estimated timeframe for Annual Report 2022 - 2024
1. Develop a Project Plan with clear milestones and timelines for each deliverable/output	Service provider in consultation with Project Sponsor	Once in February every year	February 2024	Once in May every year
2. Develop and submit of concept design and layout in line with the Department's Corporate Identify for approval by DCoG	Service provider	Once in February every year	February 2024	Once in June every year
3. Submit the approved Annual Performance Plan and Annual Report to the service provider to commence with design and layout	DCoG	Once in February every year	February 2024	Once in July every year
4. Professional edited and Proofread document	Service Provider	Once in February – March every year	February – March 2024	Once in August every year
5. Submission of printer's proof for sign off by the Department	Service provider	Once in February – March every year	February – March 2024	Once in August every year
6. Proof reading of printer's proof and comments submitted to service provider	DCoG	Once in March every year	March 2024	Once in August every year

Project milestones	Responsibility	Estimated timeframe for APP 2022 - 2024	Estimated timeframe for Strategic Plan 2024	Estimated timeframe for Annual Report 2022 - 2024
7. Submit final sample copies with approved content for sign off prior mass printing	Service provider	Once in March every year	March 2024	Once in September every year
8. Submission of signed off sample to service provider	DCoG	Once in March every year	March 2024	Once in September every year
9. 1 PDF file ready to be published in the Department's website. NB: The PDF file must be an e-book with a clickable table of contents	Service Provider	Once in March every year	March 2024	Once in October every year
10. Mass production (printing) of Strategic Plan, Annual Performance Plan and Annual Report	Service provider	Once in March every year	March 2024	Once on 15 September every year
11. Delivery of 60 copies plus one (1) disc for each publication for tabling in Parliament (Delivered in Cape Town)	Service provider	Once in March every year	March 2024	Once on 29 September every year
12. Delivery of 140 copies of the Strategic Plan, Annual Performance Plan and Annual Report to the DCoG	Service provider	Once in April every year	April 2024	Once in October every year

Project milestones	Responsibility	Estimated timeframe for APP 2022 - 2024	Estimated timeframe for Strategic Plan 2024	Estimated timeframe for Annual Report 2022 - 2024
head office (Pretoria)				
13. Project close out, submission of invoice and payment of service provider	DCOG in consultation with the service provider	Once in April every year	April 2024	Once in October every year

6. PUBLICATIONS SPECIFICATIONS FOR THE PERIOD OF 36 MONTHS (2022 TO 2024 FINANCIAL YEARS)

The specifications outlined below are for both the Annual Performance Plan (APP) and Annual Report (AR)

Paper Size	:	A4 portrait
Cover	:	2 pages, full colour outside only on Magno 350 gsm Gloss UV varnish two sides only (back and front): 297 x 420 mm
Colour	:	Full colour throughout on Magno 150gsm
Text	:	300 pages for AR , 90 for Strategic Plan and 90 for APP
Finishing	:	Perfect bound
Qty hard copy	:	200 hard copies of each publication
Qty Discs:	:	1 disc and 1 memory stick of each publication every year
Delivery to DcoG head office	:	140 hard copies of each publication
Courier to Parliament	:	60 hard copies plus one (1) disc of each publication
Electronic designed 1 PDF file contents	:	PDF file must be an e-book with clickable table of contents

7. SKILLS AND KNOWLEDGE REQUIREMENTS

In order to execute this project, the prospective bidder must possess and demonstrate the following knowledge, expertise and skills:

- Bidders must have a minimum of 3 years' experience in undertaking projects of this magnitude in relation to the quality of the publication.

- b) Project management of the publications by the bidder: management of a clear project plan articulating deliverables with specific timeframes to design, layout, edit and print.
- c) Graphic designer must have 2 - 3 year experience and a relevant qualification.
- d) Professional language editor must have 3 - 5 year experience in editing.
- e) Key Accounts Manager must have a post matric qualification and a minimum of 3 - 5-year experience in managing projects of this nature.

NB: Compliance to all specifications as set out in this document is key and carry out any additional task that may be essential in ensuring the successful documentation of the organisations' performance in the Annual Report in a professional and visually appealing manner in line with the Corporate Identity and branding of the Department.

8. INFORMATION TO BE PROVIDED THE PROPOSAL

Bidders are required to submit the following documentation in addition to the standard compliance forms required by Supply Chain Management:

- (a) A detailed production cycle, including the timing of each step of the process in line with the timelines given in the Terms of Reference;
- (b) A company profile, including a summary of the company structure and ownership;
- (c) Letters of recommendation of the company from previous clients. Letters must be in the client's letterhead.
- (d) Provide a digital sample (electronic version) on a flash disc of previous work completed;
- (e) Curriculum Vitae of project team that possesses skills and requirements described on paragraph 6 above and any sub-contracting details; and
- (f) A pricing schedule as per the attached Annexure A.

9. GENERAL INFORMATION

- (a) Prospective service providers should have a good reputation/ proven record in the publishing market (reference checks will be conducted), especially publications;
- (b) Prospective bidder must through their proposals, demonstrate the ability and capacity to produce a product of good quality; and
- (c) It should be noted that the cost price and BBBEE provisions would be a critical factor in the tender evaluation.
- (d) The goods produced shall conform to the standards mentioned in the bidding documents and specifications.
- (e) The Department reserves the right to terminate

10. CONTRACTING AND SPECIAL CONDITIONS

To facilitate the performance of Service Providers and monitor the delivery of their scope of work, the DCoG will:

- 10.1** Enter into a Service Level Agreement (SLA) that will govern the relationship between DCoG and the service provider.
- 10.2** The SLA will include project deliverables that will lead to the production of the final Annual Report, Strategic Plan and Annual Performance Plan.
- 10.3** Engage with the bidder regularly to manage and monitor the project. This will assist in ensuring that:
- a) Services are rendered timeously;
 - b) Timeframes, as far as possible, are not extended;
 - c) Will render a quality assurance function; and
 - d) Will ensure that additional costs are not incurred unnecessarily.
- 10.4** The bidder is expected to discuss progress for each deliverable contained in the project plan as per agreed upon timeframes and SLA.
- 10.5** Regular progress should be reported verbally and in writing throughout the duration of the project. Where delays are anticipated solutions thereof to finalise the product within the allocated timeframe should be provided.
- 10.6** Monitor the payment schedule that is attached to the SLA. Approval and processing of payments will be based on the achievement of deliverables as per the implementation plan and/or project plan and related project tasks as performed.
- 10.7** The Project Manager will recommend the deliverables and related payments, which will be approved by the Responsibility Manager.
- 10.8** The DCoG reserves the right to terminate a contract if the bidder fails to deliver on the agreed upon deliverables.
- 10.9** All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DCOG unless specifically agreed otherwise in writing. The bidder agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DCOG in and to the Bespoke Deliverables.
- 10.10** The bidder may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DCOG. The Copyright of any Bespoke Deliverables shall vest in DCOG.
- 10.11** No amendments to the SLA or any variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

11. FORM OF PROPOSAL

Bidders are required to complete the official bidding documents in all respects and to attach a valid tax clearance certificate as issued by the South African Revenue Services, (less than 60 days old). In addition to this requirement, bidders are also requested to attach the following documents in support of their bids:

- (a) **Functionality**
 - (i) Experience of the bidder (digital samples in a flash disk for previous similar projects performed and reference letters of the same work performed)
 - (ii) Methodology and approach (Proposal with clear timelines).
 - (iii) Qualifications (team members).

 - (b) **Pricing**
 - (i) Price/cost must be per deliverable and specification as listed on Annexure A: Pricing schedule.
 - (ii) Any other costs to be specified by bidder in the quotation.
 - (iv) Value Added Tax.
 - (v) Ceiling price (all-inclusive total tender price).
- 11.1 Bidders must include a detailed project plan/ methodology with the detailed budget reflecting all costs and the implementation plan as per the proposal in their bid.
- Note well:** Failure to submit the proposal containing a detailed project plan according to the deliverables together with the bid will result in the bidder's bid being viewed as invalid and therefore rejected.
- (a) Project Implementation Plan that indicates the following:
 - (i) Clearly defined milestones that are aligned to each of the expected deliverables as outlined both in the scope of work and publication deliverables.
 - (ii) Well defined timelines for each of the activities and deliverables.
 - (iii) Allocation of core team & cost-breakdown for each of the activities and deliverables outlined in the project plan.

 - (b) Proposed Governance arrangements to support project implementation, which may include but not limited to:
 - (i) The establishment of a project steering committee.
 - (ii) The establishment of a project management team inclusive of the bidder and the DCoG team.
 - (iii) Provision of secretariat support for the governance structures that will be established.

 - (d) Previous and current similar contracts awarded to the bidder as well as signed references in a client's letterhead.

NB: Failure to include the above stated information together with the bid document on the closing date and time may invalidate the bid.

12. BID PRICES

12.1 Bidders must express prices for their services in South African currency (Rand). All prices must be inclusive of Value Added Tax and costs to be incurred that are necessary for the execution and completion of the contract in accordance with the bid document. **Prices will remain firm for the duration of the contract.**

13. BID EVALUATION CRITERIA

13.1 The bid will be evaluated in two stages – **Stage 1**: functionality will be assessed as per Scorecard and then **Stage 2**: the qualifying bidders in the **First Stage** will be evaluated further on price and BEE Contributor Level using **80/20** preference point system as prescribed in Preferential Procurement Policy Framework Act 2000, Preferential Procurement Regulation 2017 and approved CoGTA Supply Chain Management Policy 2017.

13.2 The **DCoG** will use the information submitted by the bidder to evaluate the proposal against the following criteria:

(a) Service Providers who obtained/scored more than 80 out of 100 points for functionality will be evaluated on Broad Based Black Economic Empowerment (B-BBEE) Status Level Certificates or sworn affidavit provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000 and Preferential Procurement Regulations, 2017.

(b) The Bid documents will be evaluated individually on score sheets, by a representative evaluation panel according to the evaluation criteria indicated in the Terms of Reference. All bidders who score less than 80 out of 100 points for functionality will not be considered further.

(c) This bid is expected not to exceed R 50 000 000.00 and therefore the 80/20 preference point system will be applicable.

The prospective bidder that will be appointed will be subjected to all the special conditions including compliance requirements set out in these Terms of Reference.

14.3 Scorecard

(a) The system comprises the following three elements:

- (a) Functionality 100 Points
 (b) Price 80
 (c) BBEE Contributor Level 20
 100 points

(b) The following criteria and weights will be applied when bids are assessed in terms of functionality as outlined below:

Functionality Criteria	Sub-Criteria	Scale	Weight	Highest possible score
Experience of the bidder	Bidder is required to provide Portfolio of Evidence of previous contracts of a similar nature. Provide digital samples in a flash disk - with signed reference letters supporting the digital samples. Signed letters must be on the client's letterhead.	No projects undertaken = 0 1 project undertaken with 1 signed reference letter = 1 2 projects undertaken with 2 signed reference letters = 2 3 projects undertaken with 3 signed reference letters = 3 4 projects undertaken with 4 signed reference letters = 4 5 projects undertaken with 5 signed reference letters = 5	5 x 8	40
Methodology and approach	Proposal includes a detailed and executable project plan with clearly defined milestones and timelines. The proposal to also indicate the approach and methodology to be undertaken to deliver on the 13 listed requirements set out under the scope of the assignment for the publications.	Proposal not submitted. = 0 Proposal does not address the requirements set out in the scope of the assignment = 1 Proposal addresses 3 or less of the requirement set out in the scope of the assignment = 2 Proposal addresses 6 or less of the requirements set out in the scope of the assignment = 3 The proposal addresses 9 or less of the requirements set out in the scope of the assignment but lacks the methodology and approach = 4 Proposal addresses all the 13 requirements set out in the scope of the assignment and the methodology and approach is presented in detail on how the requirements will be delivered = 5	5 x 6	30
Capacity of the bidder to deliver the project	Bidders will be evaluated on the capacity of the appointed team combined to	No experience demonstrated = 0 0 – 1 year combined team experience (Graphic designer, language editor and key accounts manager) = 2	5 x 6	30

Functionality Criteria	Sub-Criteria	Scale	Weight	Highest possible score
	manage the project and deliver a quality product in time.	2 - 3 years combined team experience (Graphic designer, language editor and key accounts manager) = 3		
	Include the Curriculum Vitae and copies of qualifications of the following team members: Graphic Designer, Professional language editor and key accounts manager ¹	4 - 5 years combined team experience (Graphic designer, language editor and key accounts manager) = 4 5+ years combined team experience (Graphic designer, language editor and key accounts manager) = 5		
TOTAL POINTS				100

11.4 Bids will be rated in respect of each criterion on a scale of 0 – 5 i.e. 0 = Non-submission 1 = Poor, 2 = Acceptable, 3 = Good, 4 = Very good and 5 = Excellent. The maximum possible score that can be achieved for functionality is 100.

11.5 The percentage scored by a bidder for functionality will be calculated as follows:

$$\frac{\text{Total score achieved for functionality}}{\text{Maximum possible score that can be achieved}} \times 100$$

11.6 The average score is calculated for each bid by adding the individual scores awarded by the members of the Bid Evaluation Committee and dividing the total by the number of members. Bids that do not achieve a minimum score of **70 (out of 100)** for functionality will not be evaluated further.

11.7 Points for price will be calculated only for shortlisted bidder/s as follows:

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

Where

P_s = Points scored for competitive price of bid or offer under consideration;

P_t = Competitive price of bid or offer under consideration; and

P_{min} = Competitive price of lowest acceptable bid or offer

The maximum possible score that can be achieved for price is 80 points.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20

¹ The team experience will be evaluated by combining the experience of the key personnel (Graphic designer, language editor and key accounts manager) and dividing it by three to get to the combined years of experience.

2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Note: No preference will be awarded without submission of a valid B-BBEE certificate.

10.8 The total points (out of 100) for the various bidders are calculated by adding the points for price (out of 80) and the points for BBEE Contributor Level (out of 20).

14. AWARDING OF BID

The bid will be awarded to the bidder who scored the highest total number of points as prescribed in the PPPFA, SCM Policy of 2017 and Preferential Procurement Regulations of 2017.

In exceptional cases the bid may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points. Reasons for such decision must be approved and recorded for audit purposes and must be justifiable in the court of law (as prescribed on the Preferential Procurement Regulations 2017).

(a) Joint Ventures, Consortiums and Trusts:

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. DCoG will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

(b) Sub-contracting:

Bidders/ tenderers who want to claim Preference points will have to comply fully with regulations 11(8) and 11(9) of the PPPFA Act with regard to sub-contracting.

The following is an extract from the PPPFA Act:

- (i) “A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.”
- (ii) “A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.”

IN EVALUATING THE TECHNICAL INFORMATION CONTAINED IN THE BID, THE EVALUATION COMMITTEE WILL BE GUIDED BY THE FOLLOWING:

- (a) **Bidder’s understanding of the brief** – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidder’ own roles and functions in this regard. (Methodology and clearly defined project plan)
- (b) **Capability and experience** – The bid provides a clear indication that the bidder’s team comprises people with the necessary qualifications experience, skills, knowledge and required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.
- (c) **Track Record** – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of general project management and management related projects.

15. BRIEFING SESSION AND PRESENTATIONS BY SHORTLISTED BIDDERS

No briefing session will be held.

16. ENQUIRIES

Contact information: Prospective bidders may not under any circumstances make contact with or engage any DCOG officials other than the officials indicated below on any matter related to this tender. Enquiries must be sent to all the officials below. Enquiries sent to the

DCOG officials below will be routed to the relevant employees and responses will be coordinated and provided by the officials indicated below.

Names: Petunia Van Wyk or Kgaugelo Tselana or Mogoma Sekgothe or Nomvula Ntuli or Busisiwe Masilela
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