



**04 NOVEMBER 2020**

**APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP AND PRINTING OF QUATERLY BROADCAST NEWSLETTER.**

|                                 |  |
|---------------------------------|--|
| <b>RFQ</b>                      | <b>RFQ/MICT/65/2020</b>  |
| <b>RFQ ISSUE DATE</b>           | <b>04 NOVEMBER 2020</b>  |
| <b>BRIEFING SESSION</b>         | <b>N/A</b>   |
| <b>RFQ DESCRIPTION</b>          | <b>APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP AND PRINTING OF QUATERLY BROADCAST NEWSLETTER.</b> |
| <b>CLOSING DATE &amp; TIME</b>  | <b>06 NOVEMBER 2020 @ 11:00 AM</b>   |
| <b>LOCATION FOR SUBMISSIONS</b> | <b>19 RICHARDS DRIVE, GALLAGHER CONVENTION CENTRE<br/>WEST WING, LEVEL 3<br/>MIDRAND</b>                   |
| <b>NO: OF DOCUMENTS</b>         | <b>1 HARD COPY</b>   |

No emailed submissions will be allowed: For queries please contact [rfqs@mict.org.za](mailto:rfqs@mict.org.za) before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## DETAILED TECHNICAL SPECIFICATION

### **APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP AND PRINTING OF QUATERLY BROADCAST NEWSLETTER.**

#### **1. BACKGROUND**

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

The objective of this Request for Quotation is to appoint a competent service provider to design, develop, print and supply the MICT SETA Quarterly Newsletter and digital Newsletter. The newsletter is targeted to our Stakeholders with the aim of providing them with an update on organizational and industry related news within the skills development sector. The Service provider will be required to creatively execute the news stories to create interest and value to the audience.

#### **2. SCOPE OF WORK**

##### **2.1 Newsletter production**

- 2.1.1.** Be responsible for the production of written content including sub-editing and proofing for an approximately 21 pager Quarterly Newsletter final issue in an A3 folded to A4 format in English.
- 2.1.2.** Where applicable, be responsible for interviewing the MICT SETA selected staff, the MICT SETA's Chief Executive Officer, stakeholders (employers and learners/beneficiaries) and also attending graduation ceremonies, strategic stakeholder engagements where required;
- 2.1.3.** Be required to attend editorial meetings/ brainstorm sessions and design a Measuring Instrument to gather the desired information;
- 2.1.4.** Preparation of articles and placing in the newsletter according to a production schedule to be developed together with the MICT SETA;
- 2.1.5.** Will be responsible for taking high-quality pictures of participants and speakers at strategic events/stakeholder engagements/ event/graduation ceremonies;
- 2.1.6.** Be tasked with writing appropriate captions and selecting the best pictures for illustrating stories in the publication;
- 2.1.7.** Write, edit, layout and collate stories and articles creatively;
- 2.1.8.** Report ethically and professionally to record and produce facts and descriptions
- 2.1.9.** Provide a sample proof before printing and distributing
- 2.1.10.** Print 2000 copies per issue; A3 folded to A4 portrait; approximately 24 pages selfcover; Hi-Q Titan gloss 128 g/m<sup>2</sup>; saddle-stitched.
- 2.1.11.** The newsletter will be printed and distributed to our key stakeholders and at our events and will also be uploaded on the Seta's website and social network platforms;

## **2.2 Printed newsletter specifications**

- 2.2.1. Size: 280 x 210mm (A4 size)
- 2.2.2. Number of pages: 24 (+4 covers)
- 2.2.3. Inner pages: 90 - 100 Gsm Gloss art
- 2.2.4. Cover: 128- 130 Gsm Hi Q Titan Gloss art
- 2.2.5. Binding: saddle stitch

## **2.3. Paper Quality**

- 2.3.1. Treatment on paper: Aqua Varnish (Cover 128-130 gsm glass art. Text 90 -100 gsm)
- 2.3.2. Print run – full colour 2000 copies – in 250 unit's batches – clear plastic

## **2.4. Packaging and delivery**

- 2.4.1. Booklets to be packaged in batches of 250, in a sealed transparent plastic, to be delivered at 5 sites across the country as follows:

- o Johannesburg – Midrand Head Office (1000)
- o Cape Town – Regional Office (250)
- o Durban – Regional Office (250)
- o East London – Regional Office (250)
- o Klerksdorp – Satellite Office (250)

## **2.5. E-Newsletter**

- 2.5.1. Design and produce an electronic newsletter distributed to stakeholders on a quarterly basis, Service provider to provide editable template for the e-newsletter.
- 2.5.2. MICT SETA to provide content, service provider to do proof reading, design and layout of the HTML emailer
- 2.5.3. The e-newsletter, like the newsletter, will cover various themes (technology, media, people, strategy, stakeholders, leadership).
- 2.5.4. E-Newsletter must be adaptable to MICT SETA operating systems, and accessible to mobile, tablet and desktop users.
- 2.5.5. All content and image assets will remain the property of the MICT SETA

## **2.6. Competency & knowledge, skills and ability required**

- 2.6.1. Preference will be given to professionals/companies that will be able to demonstrate prior experience of similar projects done. Experience should include but not limited to the full production process of newsletters, magazines and various publications, journalism projects including pitching stories; identifying data requirements; sourcing, verifying etc. Proof of experience should be submitted with responses to the bid invitation.

**2.6.2.** The Service Provider should be able to write creatively, demonstrate experience in preparing content for publications on various skills development projects, plan fieldwork meeting specific/required deadlines.

**2.6.3.** Photojournalism experience an advantage

**2.6.4.** Razor-sharp news sense and mastery of storytelling

**2.6.5.** Experience with the full lifecycle of Communicating effectively with interview subjects, sources, the public, and teams

**2.6.6.** Ability to write and edit content

**2.6.7.** The professionals/companies shall have experience of tackling critical issues and crisis

## **2.7. Contract period**

The contract will be for the delivery of stories and photographs for the Broadcast quarterly newsletter on a week to week basis for up to 3 months dependent on the schedule. The appointed service provider may be required to start immediately after signing the contract and to provide the services for a period of 12 months (1 year) from contract signing to produce four (4) quarterly newsletters and four (4) eNewsletters for the financial year 2020-2021.

## **3. COSTING**

The quotation must reflect a detailed cost breakdown.

## **4. PRE-QUALIFICATION CRITERIA**

**4.1** Bidder must submit proof of registration on CSD (***Central Supplier Database***)

**4.2** Bidder must submit proof and must be an EME or QSE ***only (level 1 or level 2 BBEE contributor)*** status will be considered (***no generic companies will be considered***)

**4.3** Bidder must complete and sign the RFQ document by the authorised company representative

**Note: All bidders who do not comply with the items listed above will be disqualified.**

## 5. FUNCTIONAL EVALUATION CRITERIA

### 5.1 Price and BBBEE

5.1.1 As the RFQ price is estimated to be between R 30 000.00 and R 500 000.00, therefore RFQ responses will be evaluated on the **80/20** Price & BBBEE preference point system.

#### Technical Evaluation

5.2 The RFQ submission will be technically evaluated out of a maximum of **100**.

5.3 A threshold of **70** out of the **100** has been set

**Note: All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional/ technical criteria will be based on the table below.**

| Category   | Description  | Weight    |
|--|--|-----------|
| <b>Portfolio of evidence showing previous work completed in the field of design, printing and layout of newsletters.</b> | <p>Provide portfolio of evidence for publication/newsletter production - creative writing, journalism, design, layout and printing as per scope and provide a publication production schedule.</p> <p>Provide minimum (4) printed publication samples and three (3) electronic newsletters samples (<b>Bidder to submit USB or DVD</b>)</p> <p><i>Where:</i></p> <ul style="list-style-type: none"> <li>• 4 to 5 printed publication samples completed = <b>10 points</b></li> <li>• 6 to 8 printed publication samples completed = <b>15 points</b></li> <li>• 3 to 5 electronic newsletter samples completed = <b>10 points</b></li> <li>• 6 to 8 electronic newsletter samples completed = <b>15 points</b></li> </ul> <p><b>Less than minimum requirement = 0 points</b></p> | <b>30</b> |
| <b>Methodology and approach</b>  | <p>Ability to interview, write and edit content.</p> <p><i>Where:</i></p> <ul style="list-style-type: none"> <li>• Detailed methodology and approach aligned to deliverables in the RFQ document = <b>10 points</b></li> <li>• Detailed project plan and timelines aligned to the deliverables in the RFQ document = <b>10 points</b></li> </ul> <p><b>Non-compliance to any and all of the above = 0 points</b></p>   | <b>20</b> |
| <b>Experience of Service provider</b>  | <p>Track record of the bidder in publishing (newsletters, magazines and/or various publications) – Number of years in publishing newsletters and publications</p> <p><i>Where:</i></p> <ul style="list-style-type: none"> <li>• <b>5 to 7 years = 10 points</b></li> <li>• <b>8 to 10 years = 15 points</b></li> <li>• <b>More than 10 years = 20 points</b></li> </ul> <p><b>Less than minimum requirements= 0 points</b></p>   | <b>20</b> |

|                          |   |            |
|--------------------------|---|------------|
| <b>Reference letters</b> | Contactable references from clients for publication production<br><b>where samples have been provided</b> <ul style="list-style-type: none"> <li>• 2-3 reference letters provided = <b>15 points</b></li> <li>• 4-5 reference letters provided = <b>30 points</b></li> </ul> <b>Less than minimum requirements = 0 points</b> | <b>30</b>  |
| <b>TOTAL</b>             |   | <b>100</b> |

## 6. ADJUDICATION USING A POINT SYSTEM

- 6.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 6.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 6.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 6.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 6.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

## 7. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

Where:

- $P_s$  = Points scored for comparative price of bid under Consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{\min}$  = Comparative price of lowest acceptable bid

**8. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:**

| <b>B-BBEE Status Level of contributor</b> | <b>Number of points 80/20 system</b> |
|---|--------------------------------------|
| 1   | 20                                   |
| 2   | 18                                   |
| 3   | 14                                   |
| 4   | 12                                   |
| 5   | 8                                    |
| 6   | 6                                    |
| 7   | 4                                    |
| 8   | 2                                    |
| Non-compliant contributor                 | 0                                    |

- 8.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- 8.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 8.3** 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.
- 8.4** 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.
- 8.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 8.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend 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 bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 8.7** 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 equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

## **9. COMMUNICATION**

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

## **10. CONDITIONS TO BE OBSERVED WHEN RFQING**

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

## **11. MICT SETA reserves the right to:**

- 11.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 11.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 11.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 11.4** Award a contract to one or more bidder(s).
- 11.5** Accept any RFQ in part or full at its own discretion.
- 11.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 11.7** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

## **12. COST OF BIDDING**

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

**END OF RFQ DOCUMENT**



**Annexed to this document for completion and return with the document:**

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of a Contract (GCC)