



**MICT SETA Head Office**  
Supply Chain Management  
19 Richards Drive  
Gallagher Convention Centre, Gallagher House  
Level 3 West Wing  
Tel +27 11 207 2600  
E-mail: [rfqs@mict.org.za](mailto:rfqs@mict.org.za)

<b>RFQ NUMBER</b>	<b>RFQ/MICT/24/2022</b>
<b>RFQ DESCRIPTION</b>	<b>APPOINTMENT OF SERVICE PROVIDER FOR THE CONCEPTUALISATION, DESIGN, LAYOUT, EDITING, AND PRINTING OF THE MICT SETA ANNUAL REPORT FOR A PERIOD OF THREE (03) YEARS</b>
<b>RFQ ISSUE DATE</b>	<b>20 May 2022</b>
<b>BRIEFING SESSION</b>	<b>N/A</b>
<b>CLOSING DATE &amp; TIME</b>	<b>27 May 2022 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.</b>
<b>LOCATION FOR SUBMISSIONS</b>	<b>MICT SETA Head office Level 3 West wing, Gallagher House 19 Richards Drive, Halfway House Midrand</b>
<b>NO: OF DOCUMENTS</b>	<b>1 HARD COPY</b>

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: \_\_\_\_\_

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: \_\_\_\_\_

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

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

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

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

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

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

**SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



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**RETURNABLE DOCUMENTS CHECKLIST**

**quotation invitation document must be completed, signed and submitted as a whole** by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
CIPC registration documents		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> and/or <b>SARS</b> issued verification pin		
<b>SBD 4 – Bidder’s Disclosure</b>		

**Note: This RFQ must be completed and signed by the authorised company representative**

**MICT SETA –QUOTATION CONDITIONS****1. QUOTATION CONDITIONS**

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** 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 the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

**1.1 MICT SETA reserves the right to:**

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

**2. COST OF BIDDING**

The bidder shall bear all costs and expenses associated with the 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 processes.

## **TERMS OF REFERENCE**

### **1. Background Information**

Media, Information and Communication Technology Sector Education and Training Authority ("MICT SETA") is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the Advertising, Electronic Media and Film, Electronics, Information Technology and Telecommunications sectors in the Large, Medium, Small levy paying and non-levy paying companies in the sector.

This was as a result of the Government's commitment to promoting active labour market policies and is demonstrated in the Skills Development Act of 1998 and the Skills Development Levies Act of 1999. As guided by its mandate, the MICT SETA is as such, an agent of transformation in promoting employment equity and B-BBEE through skills development. In this context, the MICT SETA is keen to form sustainable partnerships that will further promote its support for transformation.

### **2. Objective**

The objective of this request is to appoint a competent service provider to conceptualize, design, layout, edit, print and deliver the MICT SETA Annual Report for a period of 3 years (2022/23; 2023/24 – 2024/25). The Annual Report provides a comprehensive report on the activities and financial performance of the organisation according to the Skills Development mandate.

### **3. Scope of Work / Terms of Reference**

#### **3.1 Technical:**

- Quantity: **352** copies
- Size: A3 folded to A4
- Orientation: Portrait
- Pages Cover: 4 pages
- Inner Pages: Approximately 120 pages (may vary by 10%)
- Colour: Full Colour Throughout
- Paper Cover: 350gsm Matt Art
- Finishing: Inner pages machines throughout, cover matte with spot gloss
- Cover: Matt with elements of UV Varnish combined with Skodix spot varnish on artwork
- Perfect Bound
- Annual Report must be printed in the Johannesburg area.
- Typesetting: Annual Report Guide for Schedule 3A and 3C Public Entities

### **3.2 Photo-shoot or photo stock:**

- 3.2.1 Photograph the Board Members, Sub-committee Members, and Management and other key components for the Annual Report i. e. Two half-day photoshoots at the MICT SETA's premises (if necessary), subject to location confirmation. Photoshoots to be scheduled around the Board meetings (Dates will be provided to the successful service provider), in order to accommodate Board members and sub-committee schedules.
- 3.2.2 Photo stock for sector imagery and photography for beneficiary success stories.

### **3.3 Conceptualisation:**

- 3.3.1 Provide a concept theme centred around the Fourth Industrial Revolution (4IR) and related media and ICT sectors (MICT), with a rationale for the 2021/2022 Annual Report and supply an option of three (3) designs that will form part of the proposal. The design concept fee, if applicable, should be inclusive of the final quoted project costing. Please note payment will only be made to the chosen successful bidder. Design the thematic 'look and feel' that best represents the MICT SETA for its financial and strategic performance.
- 3.3.2 Theme and style must be customised according to the perceived needs of the target audience (Media and ICT sector stakeholders) taking into account the MICT SETA corporate identity.
- 3.3.3 The MICT SETA operates in five (5) sub-sectors including Telecommunications, Electronics, Advertising, Film and Electronic Media and IT.
- 3.3.4 Annual Report theme needs to reflect a strong 4IR approach including imagery on the sub-sectors.

### **3.4 Design and Layout:** For the duration of the Contract

- 3.4.1 High Resolution scanning, photographic manipulation, etching and cropping where required
- 3.4.2 Creation and creative manipulation of graphs and tables, where applicable applying 3-D effects for an innovative reporting aspect.

### **3.5 Content Management:**

- 3.5.1 Copy: Text supplied electronically by the MICT SETA
- 3.5.2 Service provider to manage version control on all layout drafts up until final sign off.
- 3.5.3 Professional Proof Reading required from the preferred supplier before the Draft Annual Report gets submitted to the (1) National Treasury and (2) Auditor General as well as the Department of Higher Education, Science and Innovation (DHET). Before the final Draft Annual report gets final signoff, it is to be proofread again before it goes to print and presented to (3) Parliament.

- 3.5.4 In total three (3) rounds of professional proofreadings will be required.
- 1<sup>st</sup> phase - MICT SETA Accounting Authority
  - 2<sup>nd</sup> phase – National Treasury, Auditor-General and DHET
  - 3<sup>rd</sup> phase – Submission to Parliament
- 3.5.5 Supplier to show exceptional project management skills with quick turnaround times and be meticulous in managing content (version control), reporting progress timeously and required to attend status updates meetings as and when required.
- 3.5.6 Supplier to be able to work under pressure and be responsive to tight deadlines applying great attention to detail and quality orientation.

### **3.6 Pre-Press Management:**

- 3.6.1 Bureau – ready file generation
- 3.6.2 Impositioning where required
- 3.6.3 Colour and layout proofing from AGFA colour correct play outs

### **3.7 Printing:**

- 3.7.1 Computer to press lithographic printing
- 3.7.2 3 x Draft Annual Reports in Word Format to be printed and bound (as it will be submitted to the Auditor-General and DHET for viewing & approval, and to provide an authorised proof copy for the MICT SETA)
- 3.7.3 Provide printers proof before final sign-off
- 3.7.4 Final Annual Report print run

### **3.8 Deliverable:**

- 3.8.1 5 CDs with high-resolution PDF and Professional Windows Format (MS-word) of Annual Report
- 3.8.2 2 CDs with low-resolution PDF and Professional Windows Format (MS-word) of Annual Report
- 3.8.3 A total of **352** Annual Reports to be delivered as follows:
- 3.8.3.1 **MICT SETA Head Office in Midrand:** 240 copies
- 3.8.3.2 **Parliament of the Republic of South Africa:** 65 copies + 1 CD with high-resolution PDF and Professional Windows Format (MS-word) of Annual Report
- 3.8.3.3 **Department of Higher Education, Science, and Innovation:** 31 copies + high-resolution PDF and Professional Windows Format (MS-word) of Annual Report
- 3.8.3.4 **Auditor General, Pretoria:** 10 copies
- 3.8.3.5 **National Treasury – Pretoria:** 2 copies
- 3.8.3.6 **National Treasury – Madiba Building, Pretoria:** 2 copies
- 3.8.3.7 **Department of Planning Monitoring and Evaluation:** 2 copies
- 3.8.4 An online version of the Annual Report as an electronic flipbook for uploading on the MICT SETA website must be provided.

### 3.8.5 **Annual Reports Presentation – A5 Booklet**

In addition, the service provider is required to provide a quotation to produce an A5 full-colour presentation booklet for all the Three (03) financial years' Annual Reports as per the below specifications. The A5 booklet is to follow a creative extension of the A4 Annual Report theme concept.

#### **Technical Specifications:**

- Quantity: 100
- Size: A4 folded to A5
- Orientation: Portrait
- Cover Pages (back and front): 4 pages, Matt Art 250gsm, gloss UV Varnish, Skodix spot varnish on artwork
- Inner Pages: Approximately 32 pages (may vary) Matt Art 148gsm folded, collated, saddle stitched and trimmed to size.
- Colour: Full colour throughout

### 3.8.6 **Skills and knowledge requirements**

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

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

3.8.6.2 Project management of the publications by the bidder: Management of a clear project plan articulating deliverables with specific timeframes to design, conceptualise, layout, edit, and print.

3.8.6.3 Graphic designer (s) must have 2 to 3-year experience and relevant qualifications.

3.8.6.4 Professional language editor must have 3-to-5-year experience in editing.

3.8.6.5 Key Accounts Manager must have a post-matric qualification and a minimum of 3 - 5-year experience in managing projects of this nature.

### 3.8.7 **PowerPoint Presentation**

3.8.7.1 The service provider will also be required to design and conceptualise a creative PowerPoint presentation that translates key elements of the Annual Report for all three financial years.

3.8.7.2 Copy: Text to be supplied electronically by the MICT SETA.

#### **4. Experience in the requested services**

Preference will be given to professionals/companies that will be able to demonstrate prior experience in the design, conceptualisation, editing, and layout of Annual Reports for 3A and 3C public entities.

#### **5. Proposed Methodology**

The bidder must provide a detailed proposal, articulating, amongst other things, the following:

5.1 Methodology/ approach to be used to produce an Annual Report according to specifications detailed in the TOR. The bidder's proposal must clearly and separately deal with the immediate scope and ad hoc services.

5.2 Provide a concept theme centred around the Fourth Industrial Revolution (4IR) and skills development with a rationale for the Annual Report (2021 – 2022) and supply an option of three (3) design layout options that will form part of the proposal.

#### **5.3 Project Execution plan/framework:**

- Proposed timelines of delivering on the immediate scope; and indicative response times for attending and delivering on ad hoc service.
- Highlight response times to design/layout, content edit, and delivery in version control process. Be able to work under pressure, with quality orientation within immediate/short period timeframes.



## PRICING SCHEDULE

Name of bidder \_\_\_\_\_

RFQ number: \_\_\_\_\_

Closing date \_\_\_\_\_

Bid shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Item	Requirement Description	Quantity	Year 1	Year 2	Year 3
1.	Photo-shoot or photo stock	<b>2 Sessions</b>	R	R	R
2.	Conceptualization	<b>1</b>	R	R	R
3.	Design and Layout	<b>1</b>	R	R	R
4.	Content Management	<b>1</b>	R	R	R
5.	Prepress Management	<b>1</b>	R	R	R
6.	Printing (Drafts)	<b>3</b>	R	R	R
7.	Deliverable- print and distribution (final reports)	<b>352</b>	R	R	R
8.	Delivery of high-resolution CDs	<b>7</b>	R	R	R
9.	A5 Booklet	<b>100</b>	R	R	R
<b>TOTAL - YEAR 1 (Inc. VAT)</b>				R	
<b>TOTAL - YEAR 2 (Inc. VAT)</b>				R	
<b>TOTAL - YEAR 3 (Inc. VAT)</b>				R	
<b>TOTAL PRICE</b>				R	

Complete below:

1. Delivery Address: **MICT SETA Head office**  
**Level 3 West wing, Gallagher House**  
**19 Richards Drive, Halfway House**  
**Midrand**
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: .....

Capacity under which this quote is signed.....

Signature: .....

Date: .....

## EVALUATION CRITERIA

### EVALUATION CRITERIA

RFQ's received will be evaluated on functionality and Price comparison

Only proposals that scored **70** and above during the evaluation phase will be considered further for the price phase of the evaluation. All proposals received will be evaluated on functionality as per the criteria outlined below.

**The evaluation criteria for functionality will be as follows:**

Category	Description	Maximum Points
<b>Experience and track record</b>	<p>The Bidder is required to provide a Portfolio of Evidence <b>(with contactable references)</b> related to the bidder's experience in conceptualizing, design layout, editing, printing and distributing of Annual Reports. <b><i>Past experience on similar work done particularly</i></b></p> <p><b>Five (05) contactable reference letters from different clients on the client's letterhead.</b></p> <p>Contactable references should be fully signed by the client, and include the name of the company, contact details, project description, and project period.</p> <p><b>MICT SETA reserves the right to contact references prior to award.</b></p> <p><b>Where:</b></p> <ul style="list-style-type: none"><li>• 5 signed reference letters = <b>10 points</b></li><li>• 4 signed reference letters = <b>8 points</b></li><li>• 3 signed reference letters = <b>6 points</b></li><li>• 2 signed reference letters = <b>4 points</b></li><li>• 1 signed reference letter = <b>2 points</b></li></ul>	<b>10</b>

<p><b>Methodology and project plan</b></p>	<p>Provide detailed proposal with a methodology and project plan to deliver on Annual Report; including project execution plan highlighting timelines of delivering on the immediate scope; and indicative response times for attending and delivering on ad hoc service.</p> <p>Bidder must include:</p> <ul style="list-style-type: none"> <li>• Methodology</li> <li>• Project Plan</li> <li>• Clear timelines</li> </ul> <p><b>Where:</b></p> <ul style="list-style-type: none"> <li>• All three (03) requirements included = <b>20 points</b></li> <li>• Only two (02) requirements included = <b>10 points</b></li> <li>• Only one (01) requirement included = <b>05 points</b></li> <li>• No methodology, project plan, and timelines included = <b>0 points</b></li> </ul>	<p><b>20</b></p>
<p><b>Digital and hard copy samples</b></p>	<p>Bidder is required to <b>provide 3x digital samples (online version) and 3x hard copy</b> of previous work completed in Annual Reports.</p> <p><b>Where:</b></p> <ul style="list-style-type: none"> <li>• Above 5 projects completed including both digital and hard copies submitted = <b>20 points</b></li> <li>• 4 projects completed including both digital and hard copies submitted = <b>15 points</b></li> <li>• 3 projects completed including both digital and hard copies submitted = <b>12 points</b></li> <li>• 2 projects completed including both digital and hard copies submitted = <b>8 points</b></li> <li>• 1 project completed including both digital and hard copies submitted = <b>4 points</b></li> </ul> <p><b>NB! Bidder to provide each sample (3x online and 3x hard copies).</b></p>	<p><b>20</b></p>

<b>Proven capacity of team to deliver in time</b>	<p>Evaluation of the capacity of the appointed team to manage the project and deliver a quality product in time.</p> <p><b>Where:</b></p> <ul style="list-style-type: none"> <li>• Reflect the following key staff CV's (<b>graphic designer, language editor, and project manager</b>) all with above 5 years' experience = <b>20 points</b></li> <li>• Reflect the following key staff CV's (<b>graphic designer, language editor and project manager</b>) all with two (2) to five (5) years' experience = <b>10 points</b></li> </ul> <p><b>Note: the projects in this factor refer to those delivered by the designer, content management or project manager in any past company, not limited to the bidding company, i.e. linked to the individual.</b></p> <p><b>Non-compliance with the minimum requirement = 0 points</b></p>	<b>20</b>
<b>Concept and Designs</b>	<p>Provide a concept theme with a rationale for the Annual Report and supply an option of three (3) designs that will form part of the proposal as per outlined scope.</p> <p>Designs will be evaluated based on adherence to the prescribed 4IR theme referencing MICT SETA sub-sectors and corporate identity.</p> <p><b>Where:</b></p> <ul style="list-style-type: none"> <li>• 4 or more concepts presented reflecting theme and MICT sub-sectors = <b>Exceeds expectations (30 points)</b></li> <li>• 3 concepts presented reflecting theme and MICT sub-sectors= <b>Meets minimum requirements (20 points)</b></li> <li>• 2 concepts presented reflecting theme and MICT sub-sectors= <b>(10 points)</b></li> <li>• 1 concept presented reflecting theme and MICT sub-sectors= <b>(5 points)</b></li> <li>• 0 concepts presented = <b>Does not meet expectation (0 points)</b></li> </ul>	<b>30</b>
<b>TOTAL</b>		<b>100</b>

**BIDDER'S DICLOSURE**

**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

1.2 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:  
 .....  
 .....

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<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.

2.3 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.

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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.

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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder