



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

RFQ NUMBER	RFQ/MICT/06/2022
RFQ DESCRIPTION	A SERVICE PROVIDER TO CONCEPTUALISE, DESIGN, LAYOUT, PROOFREAD, EDIT AND PRINT MICT SETA CAREER OPPORTUNITIES GUIDE.
RFQ ISSUE DATE	13 April 2022
BRIEFING SESSION	N/A
CLOSING DATE & TIME	22 April 2022 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.
PHYSICAL SUBMISSIONS ADDRESS	MICT SETA Block 2, level 3 West Gallagher House, Gallagher Convention Centre, 19 Richards Drive, Midrand 1685
NO: OF DOCUMENTS	1 HARD COPY

For queries please contact 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.

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
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
CIPC Registration Documents		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by SARS and/or SARS issued verification pin		
Designated Sectors: Local production and content (Where applicable)		
SBD 4 – Bidder's Disclosure		

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 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 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.

DETAILED SPECIFICATION

A SERVICE PROVIDER TO CONCEPTUALISE, DESIGN, LAYOUT, PROOFREAD, EDIT AND PRINT MICT SETA CAREER OPPORTUNITIES GUIDE.

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.

MICT SETA is looking to source Appointment a Service Provider that must Conceptualise, Design, Layout, Proof- Read, Edit and Print MICT SETA career opportunities guide.

2. SCOPE OF WORK

The MICT SETA seeks to appoint a competent service provider to conceptualize, design, layout, proof read, edit and print the following publications:

2.1. Career Guide - (Quantity: 10 000)

2.1.1 Pages: approximately: 30/pg. Self-Cover

2.1.2 Size: A5

2.1.3 Stock images

2.1.4 Stock: 148gsm Hi-Q Titan Matt

2.1.5 Colour: Printed Full Colour Throughout

2.1.6 Finishing: Trimmed to size, Collated and Saddle Stitched

3. CONTRACT CONDITION

The artwork and printers proof of the publications will be approved by the Marketing and Communications to align with the brand principles.

4. COSTING

PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

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

Item	Requirement Description	Quantity	Unit Price	Sub-Total
1	A SERVICE PROVIDER TO CONCEPTUALISE, DESIGN, LAYOUT, PROOFREAD, EDIT AND PRINT MICT SETA CAREER OPPORTUNITIES GUIDE.	10 000		
Sub-Total				
VAT@15%				
TOTAL PRICE (INCLUDING VAT)				

Complete below:

1. Is delivery period fixed? **Yes/No**
2. Is the price(s) fixed? **Yes/No**
3. Is the quote strictly to specification? **Yes/No**
4. Delivery period after receipt of order.....
5. Delivery address: MICT SETA Head Office, Midrand

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:

5. EVALUATION CRITERIA

EVALUATION CRITERIA

RFQ's received will be evaluated on the functional criteria and lowest price.

5.1 FUNCTIONAL CRITERIA

Only bidders that have met or exceeded the minimum threshold on technical functionality of 70 points will qualify for further evaluation on lowest Price.

Assessment of evaluation of the functional/ technical criteria will be based on the table below.

Category	Description	Maximum points to be scored
Portfolio of evidence showing previous work completed in the field of design, printing of booklets	<p>Bidder to submit Portfolio of evidence (POE) of previous work completed in the field of supply, design, print and delivery of booklets.</p> <ul style="list-style-type: none"> • 1-2 POE of previous work completed = 5 points • 3-4 POE of previous work completed = 10 points • 5 and above POE of previous work completed = 15 points <p>Less than minimum requirement = 0 points</p>	15
Samples	<p>All bidders must submit samples of similar work done aligned with specifications detailed section two (2) of the RFQ document:</p> <ol style="list-style-type: none"> 1. Pages: approximately: 30/pg. Self-Cover 2. Size: A5 3. Stock images 4. Stock: 148gsm Hi-Q Titan Matt 6. Colour: Printed Full Colour Throughout 7. Finishing: Trimmed to size, Collated and Saddle Stitched <ul style="list-style-type: none"> • 1-2 samples of similar work done aligned with specifications detailed section two (2) = 10 Points • 3-4 samples of similar work done aligned with specifications detailed section two (2) = 15 Points • 5 and above samples of similar work done aligned with specifications detailed section two (2) = 20 Points <p>Less than minimum requirement = 0 points</p>	20

Reference letters including proof of acceptance delivery of booklets	Bidder to submit clients signed reference letters including proof of acceptance showing delivery of samples. <ul style="list-style-type: none"> • 1 reference letter provided showing acceptance of delivery of booklets = 5 points • 2 reference letter provided showing acceptance of delivery of booklets = 10 points • 3 reference letter provided showing acceptance of delivery of booklets = 15 points Less than minimum requirement = 0 points	15
Layout and design of booklets.	Bidder to submit at least 3 proposed designs of booklets in hardcopies. <ul style="list-style-type: none"> • Design and layout is clear, logical, has full use of colour, graphics, images, infographics and reflects media and ICT sector and includes rationale, with 1 or 2 design options =15 points • Design and layout is clear, logical, has full use of colour, graphics, images, infographics and reflects media and ICT sector and includes rationale, with 3 or more design options =25 points 	25
Delivery and commissioning	Bidder to clearly indicate delivery and commissioning from order issue: <ul style="list-style-type: none"> • 3-5 days from order receipt date = 25 points • 5-7 days from order receipt date = 20 points More than 7 days from order receipt = 0 points	25
TOTAL		100
MINIMUM THRESHOLD		70

Note: Bidders that do not meet the requirements of functional criteria will be eliminated from further evaluation process.

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 interest¹ 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

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:

.....

¹ 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 consortium² 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.

² 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.

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Signature

.....

Date

.....

Position

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Name of bidder