



EDUCATION, TRAINING AND DEVELOPMENT PRACTICES
SECTOR EDUCATION AND TRAINING AUTHORITY

TENDER NO: ETDP SETA ANNUAL REPORT 01-2012/13
TERMS OF REFERENCE FOR THE PRODUCTION OF THE 2012/13
ETDP SETA ANNUAL REPORT
BID NO: SCM 05-2013/14

1. PURPOSE AND OBJECTIVES OF THE QUOTE /PROPOSAL REQUEST

As part of its effort to improve the quality of its documents and to produce such documents within stipulated time frames, the ETDP SETA would like to appoint a service provider that will layout, design, proof-reading, editing and print its **2012/13 Annual Report**. This publication will be used as strategic reporting tool to oversight institutions (i.e. Parliament, Auditor-General, and Department of Higher Education & Training). It is envisaged that through the Annual Report, the ETDP SETA would be able to display the level of professionalism and promote its image.

2. PROJECT SCOPE

The **2012/13 ETDP SETA Annual Report Production Project** aims at procuring the services of a service provider who will do the layout, design, proof-reading, editing and print the finished ETDP SETA's Annual Report.

DESCRIPTION	SPECIFICATION(S)
2012/13 ETDP SETA Annual Report	
Approximate no. of pages in finished publication	130 pages including front cover and back covers
Approximate size	A4
Binding	Wire bound
Quantity	2000
Photography	In consultation with the ETDP SETA's Designated Liaison Official/Representative, the photographer assigned by the



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	<p>service provider and /or the ETDP SETA (if necessary) is expected to assist the ETDP SETA with possible images/visuals to complete the text.</p> <p>This therefore, implies that the service provider should scan through the document to get a sense of content of the report for photography purposes</p>
General print specifications	<p>Full colour</p> <ul style="list-style-type: none"> - Matt Gloss - 300 gsm cover - 150 gsm inside pages
Language	English
Number of graphics/charts	<p>20 – 30 (This does not include the Annual Financial Statements)</p> <p>NB: There will be extensive collaboration between the designer and the SETA Annual Report Production Coordination Team with regard to developing the conceptual graphics to accompany the text.</p> <p>The designer is expected to assist the team with ideas for conceptual graphics based on content and guidance from the SETA team. The service provider will also be expected to submit the printed finished product in a disc format.</p> <p>The service provider must have an in-house graphic designer who the SETA team/its representative should from time to time have direct access to and be prepared to redo/typeset the financials using appropriate software/ format for editing purposes before published into PDF format. (not cut and paste)</p>



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3. EXPECTED OUTCOMES

The Annual Report must be:

- Intelligently and creatively designed to communicate the ETDP
- SETA's **2012/13** performance story attractively and effectively;
- Proof-read and edited in line with professional writing standards
- Finished printed publication which must be in line with the ETDP SETA brand, as guided by the ETDP SETA's Marketing and Communications strategy.
- The service provider must be able to deliver a quality document within the stipulated time frames.

Proof-reading:

- The successful Service Provider is required to have an in-house **Professional Editor** to scrutinise the draft document and correct for errors in grammar, spelling, syntax, punctuation and use of English, and
- The **Professional Editor** is also required to put right any typographical mistakes and point out any inconsistencies in style or formatting to help The ETDP SETA perfect its Annual Report.

Editing:

The ETDP SETA requires the **Professional Editor** to edit the document to improve the flow, clarity and impact of the information presented. Suggested changes should include:

- The proposal of alternative wording;
- sentence rephrasing;
- The elimination of unnecessary words, sentences or jargon; and
- The re-organisation of the text to improve the flow of logic and readability.



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Explanation of changes made:

- The **Professional Editor** is further required to edit the document using the Microsoft Word® 'track changes' tool. By using this tool, all corrections, changes and comments suggested by the assigned **Professional Editor** will be clearly indicated and explained in the document margins to allow the ETDP SETA to accept or reject each modification at our own discretion.
- Should substantial changes to a section of text suggested; the **Professional Editor** will provide the ETDP SETA with clear explanations and reasoning for the proposed modifications. In case where the editor is ever unsure of the intended meaning of a piece of text, or is worried that their suggested changes may have altered the meaning, such problem areas should be brought to the ETDP SETA Designated Liaison Official/Representative's attention for confirmation.

It is proposed that the **Professional Editor** may even contact the ETDP SETA during the editing process to enquire about intended meanings or to verify the legitimacy of specific terminologies used in our work.

4. QUALIFICATION AND EXPERTISE REQUIRED

- The ETDP SETA requires the services of a service provider who possesses experience and expertise in the layout, design, printing, proof-reading and editing of Annual Reports;
- The service provider must provide a portfolio of evidence with at least three contactable references where the service provider undertook similar work in the past. Proof of qualifications of the professional editor should also be enclosed with the proposal/quote.

5. TIME FRAMES

The printing will be required to meet the following deadlines:



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Deliver to the ETDP SETA, a printed version and a soft copy of the initial draft of the **Annual Report by 30 June 2013** and final printed publication delivered to the ETDP SETA by **25 July 2013** – [Subject to approval by the Auditor General of South Africa (AG-SA)]

6. COPYRIGHT AND OWNERSHIP

The service provider acknowledges that the printed Annual Report and related all materials created during the production of the publication in reference remain the property of the ETDP SETA.

7. EVALUATION CRITERIA

The evaluation of this tender shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

- The minimum qualifying score for functionality will be 70 and bids that fail to achieve the minimum qualifying score will be disqualified.
- Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.



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EVALUATION FOR FUNCTIONALITY WILL BE AS FOLLOWS:

Directive	Points
1. Organisation profile and experience	20
2. Proof of printing facilities (in house or outsourcing)	25
3. Methodology and project planning	10
4. Quality of material (provide sample)	30
5. Tender proposal	5
6. Professional Editing	10
TOTAL	100

- Qualifications and expertise required – Sub-heading 4 above. The bidder should provide a list of his/her proposed personnel that will be utilised for the execution of the contract. Replacements and additions to the identified personnel list may only be done with the pre- approval of the ETDP SETA
- The agreement between ETDP SETA and the contractor will be subject to the General Conditions of Contract (GCC)
- Bidders should include in their proposal, a project plan with milestones and a firm price breakdown.

THE ETDP SETA APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 and Preferential Procurement Regulations, 2011.

The value of this bid is expected not to exceed R1 000 000.00 (all applicable taxes included), therefore the 80/20 preference point system shall be applicable

- Preference points for this bid shall be awarded for:

Price	80
B-BBEE status level of contributor	20



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In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the ETDP SETA will adhere to its policy on the appointment of services providers.

The ETDP SETA does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation. Furthermore, quotations, which are late, incomplete and unsigned, will not be accepted.

A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 20 points respectively for B-BBEE, however bidders are encouraged to submit the B-BBEE certificate.

8. COMPLIANCE QUALIFYING AND SUPPORT DOCUMENTS

- Covering letter/invitation to Bid
- The Companies and Intellectual Property Commission (CIPC) registration documentation and proof of ownership of the organisation to be submitted.
- Original valid Tax Clearance Certificate – if not submitted on supplier database application / registration
- Budget/Pricing schedule
- Description of previous experience in the area of layout, designing, printing, proof-reading and editing of Annual Reports and the names and contact details of at least three clients who can provide reference for your work;
- A project plan, outlining deliverables at key stages of the project
- Preference Certificate as part of the Preferential Procurement regulations, 2001 – **SBD 6.1**
- Bidders past history – **SBD 8**
- Declaration of Interest – **SBD 4**
- Certificate of Independent Bid Determination – **SBD 9**



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NB: ALL JOINT VENTURES/CONSORTIUMS/PARTNERSHIPS – must submit all the documents for each partner and consolidated BBEE meant for this bid .

9. BID DOCUMENTS/TENDERS PACKS

All Bids/Tenders (completed in (x4) Hard Copy 1 x Original and 3x copies). Bid documents for participation are available **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Tenders as from the **22rd of April 2013 from 14H00 until the 2nd of May 2013.**

The quotes/proposal must be itemised according to the following:

- concept design and layout (per page) for both front and back covers;
- unit cost for proof-reading (per page);
- unit cost for editing (per page)
- printing cost (per page)
- The total project amount (VAT exclusive)

All signed applications must be completed in hard copy addressed and posted to the Education, Training and Development Practices – Sector Education and Training Authority, **Riverwoods Office Park; 24 Johnson Road; Bedfordview; Johannesburg** or can be hand delivered to the ETDP SETA offices on or before the specified closing date.

10. CLOSING DATE

All Bids/Tenders (completed in (x4) hard copy 1 x original and 3 x copies) should reach the ETDP SETA National Office on or before 11h00am on **Thursday the 2nd of May 2013** and clearly marked **ETDP SETA ANNUAL REPORT 01– 2012/13**

Please Note: The ETDP SETA does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the



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quotation. Furthermore, quotations, which are late, incomplete and unsigned, will not be accepted.

Enquiries may be directed to:

Manager – Supply Chain Management

Fax: (011) 453 5379 / 086 617 6502

Email: tenderers@etdpseta.org.za