



**enterprise ilembe**  
ECONOMIC DEVELOPMENT AGENCY

---

## **TERMS OF REFERENCE**

### **ANNUAL REPORT 2014/2015**

#### **1. PROPOSAL**

Enterprise iLembe invites quotations from suitably qualified service providers to design and print the 2014/2015 Annual Report for Enterprise iLembe. The proposal should indicate how the service provider will deliver on the project deliverables and outcomes and provide a breakdown of the activities and time-frames. A proposed design layout (cover and interior) must accompany the quotation.

#### **2. SPECIFICATIONS:**

##### **DESIGN & LAYOUT**

Size & Colours: A4 Portrait, Full Colour throughout

Number of Pages: Estimated 100 pages plus cover

Content & Copy: Copy will be supplied by Enterprise iLembe in the following formats:

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint

Photography: Images will be supplied by Enterprise iLembe on CD or via dropbox

*Sample design elements must accompany your quotation.*

##### **PRINT**

Paper: Cover: 300gsm high gloss  
Inside pages: 150gsm gloss

Finish: Perfect bound to A4

Quantity: 50 copies

Electronic Version for website posting is also required.

Delivery: 50 copies to Enterprise iLembe Offices at the Sangweni Tourism Centre, Ballito.

### **DATE OF DELIVERY OF FINAL PRODUCT**

The expected delivery date for the end product is no later than **31 March 2016**.

### **3. CRITERIA FOR EVALUATION**

*Service providers must be registered on the database of Enterprise iLembe and must provide Tax Clearance Certificates. A B-BBEE Certificate will have to be submitted with the proposal in order to claim preference points in terms of the 80/20 points scoring system.*

**NB: Failure to submit a tax clearance certificate will result in your proposal being disqualified.**

### **Procurement Policy**

Quotations will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

- All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000) and the 2011 B-BBEE Regulations.

**Any proposal that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.**

### **Functionality Evaluation**

The functionality evaluation points will be applied as per the table below;-

<b>Competency</b>	<b>Point Allocation</b>	<b>Maximum Points</b>
Experience in the design and printing of similar guides	0 years	0
	1 – 5 years	20
	5 – 10 years	30
	Above 10 years	50
Experience in photography	0 years	0
	1 – 5 years	20
	5 – 10 years	30
	Above 10 years	50
Proposed Design Layout		50

In order to be awarded points for the **experience competencies** listed above, service providers must submit details of past experience with contactable references

***Only service providers who achieve a total of 60 points for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Service providers wishing to claim preferential points must attach B-BBEE certificate.***

The 80/20 preference point scoring system will be applied with points allocated as follows:-

- 80 points for the price;
- 20 points for B-BBEE status level

The 20 preference points will be allocated based on B - BBEE status level of contribution and shall be allocated as per table below:-

<b>Status Level of Contributor</b>	<b>Preference Points on scorecard (80/20 System)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

#### 4. **CLOSING DATE**

Proposals can be emailed to [cheryl@enterpriseilembe.co.za](mailto:cheryl@enterpriseilembe.co.za) or hand delivered to Enterprise iLembe Offices at the Sangweni Tourism Centre, Cnr Link Road & Ballito Drive, Ballito.

Closing Date for submission of proposals:

***Monday, 15 February 2016; 12h00***