

## **TERMS OF REFERENCE**

### **PRINT NORTH COAST TRAVEL GUIDE**

#### **1. PROPOSAL**

Enterprise iLembe invites quotations from experienced, suitably qualified, service providers to print the official North Coast Travel Guide for the iLembe region. The proposal should indicate how the service provider will deliver on the project outcomes and time-frames.

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

##### **PRINT**

Size: 202mm x 202mm portrait (40 page + 4 page cover)  
Cover: Printed full colour both sides on 200gsm Gloss (UV Varnish)  
Inside: Printed full colour throughout on 115gsm, Gloss  
Binding: Saddle stitched  
Quantity: 5000  
Delivery: Sangweni Tourism Centre, Ballito

##### **DATE OF DELIVERY OF FINAL PRODUCTS**

The expected delivery date for the end product/s i.e. 5000 brochures is no later than **23 August 2017**

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

*Service providers must be registered on the Central Suppliers Database for government (compulsory) and must provide a Tax Clearance Certificate (compulsory). Failure to submit either/both of these documents will result in your proposal being disqualified. A valid 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.*

***Proposals/ Quotations must be accompanied by the following documents:***

- *Valid tax clearance certificate or TCS Pin issued by SARS (compulsory)*
- *Central Suppliers Database Registration Report (compulsory). (This report will be available on the CSD Website once you have registered on the Central Suppliers Database)*
- *B-BBEE Status Level Certificates (if you have).*
- *MBD 4 – Declaration of Interest Form (compulsory)*

**NB: Failure to submit a tax clearance certificate, MBD 4 and CSD Registration documents 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:

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

Status Level of Contributor	Preference Points on scorecard
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

**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:

Competency	Points Allocation	Maximum Points
Experience in the design and printing of similar guides	0 years	0
	1 – 5 years	10
	5 – 10 years	20
	Above 10 years	30

In order to claim points for this competency, service providers are to include a table of similar projects undertaken along with contactable references in the following format:

<b>Client Name</b>	<b>Nature of Work Undertaken</b>	<b>Commencement Date</b>	<b>Date of Completion</b>	<b>Client Contact Person</b>	<b>Tel No.</b>

***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 their B-BBEE certificate to the proposal.***

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

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

Closing Date for submission of proposals:

***Wednesday, 23 August 2017, 12h00.***