

TERMS OF REFERENCE

NORTH COAST TRAVEL GUIDE 2018/2019

1. PROPOSAL

Enterprise iLembe invites quotations from suitably qualified service providers to design and print the official North Coast Travel Guide for the iLembe region. The proposal should indicate how the service provider will deliver on the project deliverables and outcomes and to 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: 200mm x 200mm
- Colour: Full colour throughout
- Number of Pages: 40 pages + cover (Total 44 pages)
- Photography: Professional photography including aerial shots are required of tourism sites and attractions/activities in iLembe District Municipality. Photographs must be of excellent quality and high resolution (minimum 30 images).
- Images will become the property of Enterprise iLembe and must be handed to Enterprise iLembe on a CD or USB within seven days of completion of the project.

Content & Copy: Research and creative copy-writing is required, update existing content and include new products, map, attractions and an update of the tourism directory. It will be the responsibility of the service provider to ensure accuracy of information.

Design: Design and layout is required, presentation of more than one design option is expected. (sample designs to accompany proposals)

PRINT

Paper: 115gsm matt art text and 200gsm high gloss cover varnish

Finish: Saddle stitched, 2 – wires and trimmed flush

PLEASE QUOTE ON EACH OF THE FOLLOWING TWO OPTIONS WITH DIFFERENT QUANTITIES

Option 1: 12 000 copies in total of which 8000 copies must be delivered to Tourism KwaZulu Natal (The Spinnaker Building, ground floor, suite no1, 180 Albert Terrace Road, Point Waterfront, Durban) and 4 000 copies must be delivered to Enterprise iLembe (Sangweni Tourism Centre, Ballito)

Option 2: 15 000 copies in total of which 10 000 copies must be delivered to Tourism KwaZulu Natal (The Spinnaker Building, ground floor, suite no1, 180 Albert Terrace Road, Point Waterfront, Durban) and 5 000 copies must be delivered to Enterprise iLembe (Sangweni Tourism Centre, Ballito)

ELECTRONIC VERSION & USB OR CD

- Convert the North Coast Travel Guide onto an electronic book version (NOT PDF).
- Supply 50 copies on a branded CD with branded cover (cover to be 250gsm)
- Web Format: To supply a web version of the e-Book for inclusion onto Enterprise iLembe and North Coast website.

To view previous version, please visit www.enterpriseilembe.co.za / www.northcoast.org.za (Destination North Coast, North coast Travel Guide)

DATE OF DELIVERY OF FINAL PRODUCT/S

The expected delivery date for the end product/s i.e. 12 000 or 15 000 brochures, 50 CDs and website version is no later than **20 April 2018**.

3. CRITERIA FOR EVALUATION

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 Certificate (if you have)***
- ***MBD 4 – Declaration of Interest Form (Compulsory).***

NB: Failure to submit compulsory 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 20 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	Point 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

Experience in photography	0 years	0	20
	1 – 5 years	5	
	5 – 10 years	10	
	Above 10 years	20	
Proposed Design Layout			50

Service providers are requested to include the CV's of team members allocated to this project in order to claim points for the above competencies. CV's are to contain details on the past experience in the design and printing of similar guides as well as experience in photography.

The proposed design layout **must** form part of the service providers proposal.

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 or hand delivered to Enterprise iLembe Offices at the Sangweni Tourism Centre, Cnr Link Road & Ballito Drive, Ballito.

Closing Date for submission of proposals:

Friday, 8 December 2017, 15h00.

End.