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**REQUEST FOR QUOTATION:**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT, DESIGN AND PRODUCTION OF THE 2019/2020 ANNUAL REPORT FOR NTINGA O.R TAMBO DEVELOPMENT AGENCY SOC LTD**

**1. NTINGA O.R TAMBO DEVELOPMENT AGENCY BACKGROUND**

Ntinga O.R Tambo Development Agency SOC Ltd is a wholly owned municipal entity of the O.R. Tambo District Municipality (ORTDM), registered as a State-Owned Company. The mandate of the Agency is the promotion and facilitation of the socio-economic development of our region.

The mandate bestowed upon Ntinga by the parent municipality, O.R. Tambo District Municipality is to perform activities which falls within the functions and powers of district municipalities as contemplated in Section 84(1) of the Municipal Structures Act, 1998 (Act 117 of 1998), which are:

- Integrated Development Planning;
- Potable Water Supply Systems;
- Domestic and Industrial Waste-water and Sewage Disposal Systems;
- Fresh Produce Markets and Abattoirs;
- Local Tourism Promotion;
- Municipal Public Works;
- Taxes, Levies and Duties; and
- Discretionary Activities.

This new Ntinga mandate is derived from various relevant pieces of legislation and is meant to make Ntinga more effective and able to add value to the Parent Municipality.

**Our vision:**

“Vibrant and Sustainable Communities”

**Our mission:**

Ntinga Shall Attain its Vision Through:

“Being a catalyst for innovation in promoting socio-economic development and sustainable services to communities, through strategic partnerships and new investments”.

## 2. PROJECT BACKGROUND

Section 121 of the Municipal Finance Management Act provides that every municipal entity must for each financial year prepare an annual report.

The report is completed against this background and Ntinga seeks the highest professional standards of the report for communication with its stakeholders.

## 3. SCOPE OF WORK

Ntinga O.R. Tambo Development Agency SOC Ltd therefore requires a service provider for the development, design and production services. The service provider must meet the following specifications/ requirements:

**Content development** – Conduct interviews to enable the writing of the Ntinga Annual Report. The appointed service provider is expected to interview the Board Chairperson, the Chief Executive Officer and Senior Management (unit operational heads) to collate information which will be incorporated into the various reports. The service provider will also be expected to edit the Audit Committee Chairperson's Report and the Chief Financial Officer's report.

**Editing** – The service provider is expected to edit and proofread the annual report to check for accuracy of spelling, grammar and cross-referencing of figures and information with those provided in the Annual Financial Statements. The annual report is estimated to be a total of 120 pages.

**Design and layout** – The service provider is expected to provide a design concept as part of the submission which will be used in the evaluation of the RFQ. This is required to test the ability of the bidders to produce a high quality and responsive annual report document. Bidders must quote for the design concept, as well as the design and layout of the 120-page report:

- Design must have infographics throughout
- Illustrations
- Use of images where required

**Photography** – The service provider will be required to quote on collating and designing the individual photographs which will be provided. The service provider will also be requested to visit Ntinga's various business sites and projects and photograph accordingly.

### **Printing -**

The service provider must provide printing services of approximately 20 handbooks with the following printing specification:

- 210 x 275
- 120-page report including double-sided cover
- Cover: 300gsm with a matt laminate
- Inside pages: 115gsm matt
- Finishing: perfect bound and cut to size

**Project management** – The service provider must have a dedicated project coordinator of the annual report production process and provide project management from inception to completion of the report.

#### **4. EVALUATION CRITERIA**

Responses will be evaluated on two stages. The first stage being the functionality and the second stage being the price and preference.

##### **4.1 FUNCTIONALITY CRITERIA**

The following functionality criteria will be applicable. Bidders must score a minimum of 70 points to proceed to the next stage to be evaluated for price and preference.

###### **Service Provider Experience (40 Points)**

- The service provider must have at least five (5) years' experience in the content development, writing, editing, concept design and layout, printing and project management of an annual report for an entity of a similar or larger size.
- Attach contactable references (20 points)
- Attach at least 3 publications that the Company has worked on as samples (20 points).

###### **Project Proposal/ Methodology (40 points)**

- The service provider must submit a proposal detailing the technical means to provide the content development, writing, editing, concept design and layout, printing and project management. The plan must include an implementation plan with steps/stages and timeframes/milestones for completion of the annual report.
- Attach Project Implementation Plan (40 points)

###### **Qualifications and Skills of the Team Lead and support team (20 Points)**

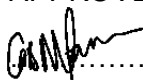
- The service provider must provide the CV's, qualifications and skills of the design team to be working on the project.
- Attach CV's of all the people who will be working on the project. (20 points)

##### **4.2 Price and Preference**

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act.

**NOTE:** Please visit the Ntinga O.R. Tambo Development Agency SOC Ltd website on <http://www.ntinga.org.za>

APPROVED BY:



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C. Mfana

**Company Secretary, Legal & Compliance Advisor  
Ntinga O.R Tambo Development Agency SOC Ltd**