

Address of Registered Office:

Old Government Printers
No.5 Textile Road
Vulindlela Heights
Mthatha
5100

Postal Address:

P.O Box 1134
Mthatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0)47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

Request For Proposals.

Notification date: 06/08/2021

ADVERTISEMENT: RFP NO – 01/08/2021

Ntinga O.R. Tambo Development Agency SOC Ltd is looking for suitably qualified and experienced service providers to submit proposals for the development ,design and production of the 2020/2021 annual report for Ntinga O.R.Tambo Development Agency SOC LTD.

• Functional Criteria:	• Points
Service Provider Experience (40 Points) <ul style="list-style-type: none">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).	<ul style="list-style-type: none">40
Project Proposal/ Methodology (40 points) <ul style="list-style-type: none">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).	<ul style="list-style-type: none">40
Qualifications and Skills of the Team Lead and support team (20 Points) <ul style="list-style-type: none">The service provider must provide the CV's, qualifications and skills of the design team to be working on the project.Attach CV's or profiles of all the people who will be working on the project (20 points).	<ul style="list-style-type: none">10

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)

Directors: Ms. U.N. Mkize; Dr. L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;

Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr L. Mbiko (Acting CEO)

Total	• 100
-------	-------

EVALUATION CRITERIA

Responses will be evaluated on two stages. The first stage being the functionality (See the table above) and the second stage being the price and preference (80/20 preference point system).

NB!!!

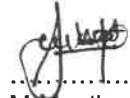
Terms of reference are available for download from the Entity website (www.ntinga.org.za) and/or on request from olwethum@ntinga.org.za or siyolos@ntinga.org.za.

Terms and Conditions:

- Quotations will be evaluated according to the 80/20 point system in compliance with Preferential Procurement Policy Framework Act.
- The quotation should include company registration number, tax reference number, valid tax clearance certificate, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature and MDB 4 Document. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR QUOTE INVALID / NON RESPONSIVE AND WILL RESULT IN AUTOMATIC DISQUALIFICATION.**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price quotation or any other quotation and reserves the right to award the whole or part of the quotation.
- Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your quotation will score zero for preference points.
- **Note: Quotation must include a detailed breakdown of all costs involved in the provision of the service.**

Quotations clearly marked "Development Annual Report: "RFP 01/08/2021" must be emailed to rfq@ntinga.org.za or deposited in a bid box placed in the Security guards room in O.R.Tambo Offices at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099. Late quotations will not be considered. **Closing Date Monday, 16 August 2021 at 12:00. For enquiries please contact Ms. N Mningiswa by email at nwabisam@ntinga.org.za or Mr. O.Muteyi by email by olwethum@ntinga.org.za**

Approved by;



.....
M. Mpatheni- Acting Chief Financial Officer

06/08/21

.....
Date