Address of Registerd office:
Old Government Printers
No. 5 Textile Road
Vulindlela Heights
Mthatha
5099

Postal Address
P.O. Box 1134
Mthatha,5099

Tel : +27(0) 47 531 0346
Fax : +27(0) 47 531 4121

Email : info@ntinga.org.za

Website : www.ntinga.org.za

TERMS OF REFERENCE

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT, DESIGN AND PRODUCTION OF THE 2022/2023 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 fall 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;
- Fresh Produce Markets and Abattoirs;
- Local Tourism Promotion;
- Municipal Public Works;
- Taxes, Levies and Duties; and
- Discretionary Activities.

The current Ntinga mandate is based on the following focus areas:

- Socio-economic development with special focus on agro-processing, manufacturing, and oceans economy.
- Fresh produce markets and abattoirs.
- and any other activity agreed upon with the parent municipality, provincial and national governments, and the private sector (any other related function, in partnership with either Public or Private Sector)".

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".

1. 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.

2. 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 - The appointed service provider is expected to collate, edit and proofread the information which will be provided by Ntinga .

The annual report is estimated to be a total of 150 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 150-page report:

- Design must have infographics throughout
- Illustrations
- Use of images supplied by Ntinga

Printing - The service provider must provide printing services of approximately 15 handbooks with the following printing specification:

- 210 x 275
- 150-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. Provide project coordination cost of the annual report production process.

3. 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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S. Ndlondlwana (Ms.)

Company Secretary, Legal and Compliance Advisor