

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES (DMPR) WITH EDITING/LAYOUT/DESIGN AND PRINTING OF ANNUAL PERFORMANCE PLAN FOR A PERIOD OF SIX (6) MONTHS.

1. BACKGROUND AND MOTIVATION

- 1.1. Chapters 5 and 30 of the Treasury Regulations read together with the Revised Framework for Strategic Plans and Annual Performance Plans requires the Accounting Officer to prepare an Annual Performance Plan for approval by the relevant Executive Authority and tabling in Parliament.
- 1.2. The Annual Performance Plan describe the department's intended outputs that will enable it to achieve the outcomes and impact statements stated in the Strategic Plan.
- 1.3. The outputs stated in the Annual Performance Plan must inform the budget and must include the audited performance of the past three planning years, the estimated performance for the current year and forward projections for the medium-term period.
- 1.4. The Annual Performance planning process is informed by the strategic planning process.
- 1.5. Considering the abovementioned context, the Department of Mineral and Petroleum Resources requires a service provider with skilled resources and adequate experience for editing, layout and design and printing of the Department of Mineral and Petroleum Resources Annual Performance Plan for a period of six months.

2. CONTRACT PERIOD

- 2.1 The service provider will be appointed for a period of six (6) months after signing a service level agreement.

3. OBJECTIVE

To appoint a service provider to assist the Department of Mineral and Petroleum Resources (DMPR) with proof reading/layout/design and production of an annual performance plan for a period of six (6) months.

4. SCOPE OF WORK

- 4.1. The selected service provider is expected to have necessary expertise and capacity to produce the Department of Mineral and Petroleum Resources Annual Performance Plan and undertake the following activities:
- 4.2. Compile supplied parts of the Annual Performance Plan into one appropriately formatted and numbered document.
- 4.3. Proof-read, editing, grammar and spell check, consultatively edit, and ensure quality and the technical consistency of the Annual Performance Plan.
- 4.4. Design and lay-out and design of the Annual Performance Plan.
- 4.5. Timeously printing of the Annual Performance Plan.
- 4.6. Supply electronic copies of branded USB's

5. DELIVERABLES OR PROJECT OUTPUT AND OR OUTCOME

- 5.1. The service provider will be expected to produce an Annual Performance Plan in line with the following specifications:
- 5.2. Approximately one hundred (100) page report using back-to-back printing in portrait orientation, as well as landscape orientation where appropriate.
- 5.3. Inside pages to include contact information (inside front cover) and energy saving tips (back cover) and appropriate and judicious use of the Department's logo.
- 5.4. Provide the Department with three (3) dummy full colour copies for approval prior to full production run.
- 5.5. Thirty hard (30) copies (300 GSM Glossy Laminated Paper Front Images-Spot UV200, and 30 branded USB's.
- 5.6. It is mandatory to provide equivalent previous work samples and proof of production to demonstrate competence to undertake the project.

6 Evaluation Criteria

This bid will be evaluated in three stages, i.e., functionality, s, administrative compliance and point scoring system.

6.1 Gate 01 – Mandatory requirements

6.1.1 The following requirements are mandatory. Bidders who do not comply with the mandatory requirements will be disqualified.

Not applicable.

6.2 Gate 2 - Functionality

Bidders will be scored in terms of the functional requirements indicated in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is **70%**. Bidders who score less than **70%** will be disqualified. Only bidders that score **70%** and more will be considered further.

NO	CRITERIA	SCORING	WEIGHTS
1.	Company Experience: i) Service providers should at least have experience in the production of the reports.	5 years' experience = 5 points 4-year experience = 4 points 3 years' experience = 3 points 2 years' experience = 2 points No experience = 1 point	15 15

	ii) Proof from contactable references indicating that similar project/s was/were executed.		
2.	Team leader and team member experience: i) The team leader must have relevant experience of having been involved in the production of reports. ii) Team members must have relevant experience of having been involved in the production of reports. iii) CVs with contactable references must be attached as proof.	5 years' experience or more = 5 points 4-year experience = 4 points 3 years' experience = 3 points 2 years' experience = 2 points No experience = 1 point 5 years experience or more = 5 points 4-year experience = 4 points 3 years' experience = 3 points 2 years' experience = 2 points No experience = 1 point	15 10 5
3.	Qualifications of Team Leader and Team Member Team Leader qualification i) Team leader must have formal tertiary qualification recognised	NQF level 10 = 5 points NQF level 9 = 4 points	20 10

	<p>by SAQA in communication, marketing/ information science/ Art/ graphic design/ economics/ BCom/ public administration/ auditing/ engineering/ law/ BA Information Design. A master's and or Doctoral degree will be an added advantage.</p> <p>ii) Team members must have formal tertiary qualification recognised by SAQA in communication, marketing, information science, Art/ economics/ BCom/ public administration/ auditing/ engineering/ law/ BA Information Design. A Masters and or Doctoral degree will be an added advantage.</p>	<p>NQF level 8 = 3 points NQF level 7 = 2 points NQF level 6 = 1 point</p> <p>NQF level 10 = 5 points NQF level 9 = 4 points NQF level 8 = 3 points NQF level 7 = 2 points NQF level 6 = 1 point</p>	10
4	<p>i) Project Plan: Detailed Project/ Execution Plan and Management should be attached.</p>	<p>Detailed project plan with project deliverables and detailed logistics plan, milestones, scope, schedule, cost, resources & change management plan =5 points</p> <p>Detailed project plan with project deliverables logistical plan, milestones, scope,</p>	<p>40</p> <p>20</p>

	<p>ii) Proposed Methodology</p>	<p>schedule, cost & resources = 4 points</p> <p>Project plan with project deliverables inadequate logistical plan, milestones, scope, schedule, cost & resources = 3 points</p> <p>Inadequate Project Plan and logistical plan and with project deliverables, milestones, scope, schedule, cost & resources = 2 points</p> <p>No Project and logistical plan=0 point</p> <p>Methodology outlining management of project = 5 points</p> <p>Methodology not provided = 0 point</p>	20
	<p>i) Skills Transfer</p>	<p>Detailed Proof of capability to Transfer skill =5 points</p> <p>Non submission of proof of capability Transfer skill not provided=1 point</p>	10

Total			100
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Formula: $\frac{A}{B} \times 100 = C\%$

Where: A = Total score for the bid under consideration

B = Maximum possible score

C = Percentage score for the bid under consideration

6.3 Gate 03 - Administrative compliance

- (i) Compliance to the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder
 - SBD 1
 - SBD 4
 - SBD 6.1
- (iii) The following will be regarded as noncompliance.
 - Price amendments / other amendments without signature/initials.
 - Use of correctional fluid
 - Completion of the bid document in coloured ink other than black ink

6.4 Gate 04 – Point Scoring System

6.4.1 Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80
- Preferential points = 20

6.4.2 The bidder that scores the highest points in this phase will be awarded the tender.

- 6.4.3 Should more than one bidder score the same number of points, the award will be made to the bidder who scores more points on specific goals.
- 6.4.4 Should there be more than one bidder who score the same number of points overall and same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.
- 6.4.5 Should there be more than one bidder who score the same number of points in all aspects, the bid will be determined by the drawing of the lot.
- 6.4.6 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals are tabulated hereunder.
- 6.4.7 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.

Specific Goal	Number of points (80/20 Preference System)	Means of Verification
Enterprise owned by Black people	4	Identity documents and CIPC document
Enterprise owned by Women	4	Identity documents and CIPC document
Enterprise owned by Youth	4	Identity documents and CIPC document
Enterprise owned by disabled persons	4	Medical certification
Enterprise owned by SMMEs (QSE or EME)	4	B-BBEE certificate issued by a SANAS accredited Agency or DTIC, or Sworn affidavit

NB: Ownership = 51% of the company share.

Designated group/person that are part of the entity directorship but have less than 51% share = points will be calculated on a pro-rata basis in relations to the share/s held by the designated group/persons.

E.g. Number of women directors = 01
 Shares owned by women = 20%

Specific goal for women = 4 points

Points claimable for women ownership = $\frac{20}{100} \times 4 = \mathbf{0.8 \text{ points}}$

7 REPORTING REQUIREMENTS

- 7.4 Kick-off meeting for plenary will be convened with the Project Manager and feedback on progress status will be provided, as and when necessary.
- 7.5 The venue for these meetings will be virtual and or physical at the Department of Mineral and Petroleum Resources Head Offices, the address is: **70 Trevenna Campus Cnr Francis Baard & Meintjies Streets Sunnyside, Pretoria**. The service provider's Project Manager will be obliged to attend and will report to the Chief Director: Director – General's Office.
- 7.6 Any patents or copyright developed from this project will belong to the Department of Mineral and Petroleum Resources.
- 7.7 Service provider will be expected to provide all the project management documents in line with the DMPR methodology.

8 WORK PLAN AND METHODOLOGY

- 8.4 Project plan with intermediate and final outputs and identified timeframes/milestones/resources (the project plan should be detailed and in Microsoft project format or equivalent project management tool.
- 8.5 Proposed Methodology.
- 8.6 Management of the project.
- 8.7 The successful service provider will be required to present their Project Execution Plan.
- 8.8 The service provider need note that the Department uses Microsoft technology stack and intends to use all available Microsoft to the best of its ability.

9 ROLES AND RESPONSIBILITIES

- 9.4 Service Level Agreement will be entered into with the successful service provider which will include, *inter alia*, obligations of the DMPR and the successful service provider.
- 9.5 The DMPR reserves the right to appoint more than one service provider for the project.
- 9.6 The successful service provider must develop detailed project schedule/ plan.
- 9.7 The successful service provider will be required to submit payment schedule providing projections for the period of 6 months on work performed.
- 9.8 The service provider shall disclose all information in its proposal regarding any interests that may result in an actual or perceived conflict of interest.

10 CONFIDENTIALITY OF INFORMATION

- 10.4 The names of all the members of the service provider team must be disclosed for the prior approval of DMPR. Any changes, replacements and additions should be submitted for prior approval of DMPR.
- 10.5 All members will have to sign a Non-Disclosure Agreement before the project commencement and may be required to undergo security screening and tests as the DMPR deems necessary.

11 PAYMENT

- 11.1 The Department will not make an upfront payment to a successful service provider. Payment will only be made in accordance with the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.
- 11.2 Payments will only be made in accordance with the delivery of services and after receipt of an original invoice.

12 TAX CLEARANCE CERTIFICATE

- 12.1 The potential service provider/s must ensure compliance with their tax obligations.
- 12.2 The potential bidder/s is/are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 12.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. To use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 12.4 The potential bidder may also submit a printed TCS together with the proposal.
- 12.5 In proposals where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- 12.6 Where no TCS is available, but the potential bidder/s is registered on the central supplier database (CSD), a CSD number must be provided.

13 DOCUMENTATION.

N/A

14 COST / PRICING

- 14.1 The bidders are requested to provide a quoted proposal regarding the work to be undertaken.
- 14.2 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. The total cost must be VAT inclusive and should be quoted in South African Rands (i.e. ZAR).
- 14.3 Bidders should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.
- 14.4 Bidders should provide (Subsistence & Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:

- i) Hotel Accommodation – R1700 per night per person, including breakfast, dinner and parking.
- ii) Air travel must be restricted to economy class.
- iii) Claims for kilometres may not exceed the rates approved by the Automobile Association of South Africa.

15 CONDITION OF THE CONTRACT.

- 15.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- 15.2 The successful service provider will sign a confidentiality agreement regarding the protection of DMR information that is not in the public domain.
- 15.3 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.
- 15.4 The successful service provider shall ensure that the contract is executed in line with the scope of work.
- 15.5 The successful service provider may be subjected to security screening by the State Security Agency.
- 15.6 The DMPR reserves the right to verify the authenticity of the information submitted, any falsified information may result in the disqualification or cancellation of the contract.

16 FORMAT OF SUBMISSION OF PROPOSAL

- 16.1 Service providers are requested to submit two (2) copies of technical proposals plus the original.
- 16.2 Service providers are requested to index their proposals for easy reference.

17 PRE-BID MEETING / BRIEFING SESSION DETAILS-

- 17.1 No compulsory briefing session.

18 CLOSING DATE

18.1 Proposals must be submitted on or before **28 August 2025 at 12:00** at Department of Minerals Resource and Energy, at 192 Matimba Building, Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked in the bid box marked Department of Minerals Resource and Energy. **No late bids will be accepted.**

19. ENQUIRIES

19.1. All general enquiries relating to bid documents should be directed to:

Ms. Lucia Nkhethoa

Tel No: (012) 444 3778

E-mail: Lucia.Nkhethoa@dmpr.gov.za

19.2 Technical enquiries can be directed to:

For Technical Enquiries

Ms Thobile Mbatha

Tel: 012 444 3602

E-mail address: Thobile.Mbatha@dmpr.gov.za and
Nokuthula.Mbeje@dmpr.gov.za