
TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDERS TO ASSIST THE DEPARTMENT OF ELECTRICITY AND ENERGY TO PROOFREAD/EDIT, LAYOUT AND DESIGN AND PRINTING OF THE 2025/26 ANNUAL REPORT

1 BACKGROUND

- 1.1 Chapters 5 and 30 of the Treasury Regulations read together with the Revised Framework for Strategic Plans and Annual Performance Plans provide guidance to produce the Strategic Plans, Annual Performance Plans and Annual Reports.
- 1.2 Section 5.1 of the Treasury Regulations requires the accounting officer of an institution to prepare a Strategic Plan for the forthcoming MTEF period for approval by the relevant executive authority.
- 1.3 Again, in term of Public Finance Management Act (PFMA) of 1999, departments are expected to compile for approval and tabling before both Houses of Parliament the Annual Performance Plan for the past financial year as determined by the Leader of Business

2. CONTRACT PERIOD

- 2.1 The contract period will commence on the 3rd of August 2026 to 30 October 2026.

3. OBJECTIVE

- 3.1 To appoint the Panel of Service Provider to assist the department with proofreading editing, layout, design, and printing of the 2025/26 Annual Report in compliance with our corporate branding requirements .

4. SCOPE OF WORK

Proofread/ layout/design and print 2025/26 Annual Report and submit such to the department premises.

5. DELIVERABLES OR PROJECT OUTPUT AND/OR OUTCOME

- 5.1 The successful service providers will be expected to deliver the above-mentioned document in line with the below departmental corporate branding specifications:
 - 5.1.1. A4 Landscape format 2025/26 annual report.
 - 5.1.2. Plus, minus 100 Pages of 2025/26 annual report.
 - 5.1.3. Perfect binding of 2025/26 annual report.
 - 5.1.4. Cover Back and Front 240 Glossy Laminated Paper Front Images-Spot UV200 Copies of 2025/26 annual report.
 - 5.1.5. 20 USB of 2025/26 annual report.
 - 5.1.6. Back-to-Back printing of 2025/26 annual report.

5.1.7. 300 GSM Gloss Laminated of 2025/26 annual report

5.1.8. 80 printed copies 2025/26 annual report.

6. EVALUATION CRITERIA

This bid will be evaluated in four stages, i.e., functionality, mandatory requirements, administrative compliance and point scoring system.

6.1 Gate 01 - 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%** or more will be considered further.

No.	Evaluation criteria	Points	Weight
1.	Company Experience		30
	i) Bidders should at least have three (5) years' experience in the graphic design and production of the annual reports in both public and private sector.	6 and above years of experience and above = 5 points 4–5-years' experience = 4 points 3 years' experience = 3 points 1-2 years' experience = 2 points No experience = 1 point	20
	ii) Proof from at least three (4) contactable referees indicating that similar project/s were executed in other institutions	5 letters attached = 5 points 4 letters attached = 4 points 3 letters attached = 3 points 2 letters attached = 2 points 1 letter attached = 1 point	10
2.	Team Leader and Team Members Experience Team Leader	7 years' experience = 5 points	30

No.	Evaluation criteria	Points	Weight
	iii) The team leader must have at least five (5) years' experience in the graphic design and production of annual reports in both public and private sector. (i) (ii) Team members iv) Team members must have at least three (3) years' experience in the graphic design and production of annual reports. in both public and private sector.	6 years' experience = 4 points 5 years' experience = 3 points 4 years' experience = 2 points 1-3 years' experience = 1 point 5 years' experience = 5 points 4 years' experience = 4 points 3 years' experience = 3 points 2 years' experience = 2 points 1year experience = 1 point No experience = 0	20 10
3.	Team Leader Qualifications (i) Team leader must have an appropriate qualification in the following fields graphic design / language specialist communication, marketing, information science, master's in graphic design at will be an added advantage.	NQF level 10 = 5 points NQF level 9 = 4 points NQF level 8 = 3 points NQF level 7 = 2 points NQF level 6 or below = 1 point No qualification = 0 points	30 15

No.	Evaluation criteria	Points	Weight
	Team Members qualifications (ii) Team members must have an appropriate qualification in the following graphic design/communication, marketing, information science, master's in graphic design at will be an added advantage	NQF level 9 or higher = 5 points NQF level 8 = 4 points NQF level 7 = 3 points NQF level 6 = 2 points NQF level 5 or below = 1 point (Number of projects = average of the team members)	15
4.	Project Plan (i) Detailed project plan with ➤ Project deliverables ➤ Logistics plan ➤ Key milestones ➤ Scope ➤ Schedule ➤ Contingencies (Attach project plan) Methodology (ii) Methodology outlining. ➤ Management of the project. (Attach methodology proposal)	 Detailed project plan must with 6 identified elements =5 Project plan with 5 identified elements = 5 Project plan with 3 elements =3 Project plan with 2 elements = 2 Project plan with 1 element =1 Project Plan with on elements =0 Methodology outlining management of project = 5 points Methodology not attach = 0 point	10 5 5
5.			

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

6.2 Gate 02 – Mandatory requirements

All bidders must possess Graphic Design and Language Expertise.

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

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

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

6.4.2 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.

6.4.3 Should there be more than one bidder who scores the same number of points overall and the same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.

6.4.4 Should there be more than one bidder who scores the same number of points in all aspects, the bid will be determined by the drawing of the lot.

6.4.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals are tabulated hereunder.

6.4.6 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 is part of the entity directorship but has less than 51% share = points will be calculated on a pro-rata basis in relation to the share/s held by the designated group/persons.

Eg. Number of women directors = 01

Shares owned by women = 20%

Specific goal for women = 4 points

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

100

7. REPORTING REQUIREMENTS

- 7.1 Kick-off meeting for plenary shall be held with the Project Manager and feedback on progress status shall be provided, as and when necessary.
- 7.2 The venue for these meetings will be virtual and or physical at the Department of Electricity and Energy , Matimba House in Pretoria .
- 7.3 The service provider’s Project Manager will be obliged to attend and will report to the Director: Strategy, Monitoring & Evaluation.
- 7.4 Any patents or copyright developed from this project will belong to the Department of Electricity and Energy.

8. ROLE AND RESPONSIBILITY

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

9. CONFIDENTIALITY OF INFORMATION

- 9.1 The names of all the members of the service providers team must be disclosed for the prior approval of DEE. Any changes, replacements and additions should be submitted for prior approval of DEE.
- 9.2 All members will have to sign a Non-Disclosure Agreement before project commencement and may be required to undergo security screening and tests as the DMRE deems necessary.
- 9.3 All information shared during this bidding process and implementation of this project should the service provider be appointed, remains the property of DMRE and should be kept with the highest confidentiality and cannot be used or shared for any other purpose.

10. PAYMENT

- 10.1 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.
- 10.2 The payment will be made at the completion of the project as per the scope of work.

11. TAX CLEARANCE CERTIFICATE

- 11.1 Bidders must ensure compliance with their tax obligations.
- 11.2 Bidders 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.
- 11.3 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.
- 11.4 A bidder may also submit a printed TCS together with the proposal.

- 11.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit separate proof of TCS / pin / CSD number.
- 11.6 Where no TCS is available but the bidders is registered on the central supplier database (CSD), a CSD number must be provided

12. DOCUMENTATION

- 12.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) of 2000 and its regulation of 2017 will apply in terms of awarding points.
- 12.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 12.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
- 12.4 Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agency:
 - 12.4.1 Verification agencies accredited by SANAS.
- 12.5 Bidders who qualify as EMEs and QSEs must submit:
 - 12.5.1 Affidavit signed by the EME or QSE representative and attested by a commissioner of oath.

13. COST / PRICING

- 13.1 The bidders are requested to provide a quoted proposal regarding the work to be undertaken.
- 13.2 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).
- 13.3 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.
- 13.4 Bidders should provide (Subsistence & Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:
 - i) Hotel Accommodation – R1550 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.

14. FORMAT OF SUBMISSION OF PROPOSAL

- 14.1 Bidders are requested to **submit two (2) copies** of technical proposals **plus the original**.
- 14.2 Bidders are requested to index their proposals accordingly for easy reference.

15. PRE-BID MEETING / BRIEFING SESSION DETAILS

- 15.1 No briefing session.

16. CLOSING DATE

- 16.1 Bidders must submit their bids by the end of business on the **13 August 2026 at 11h00**, to the Department of Electricity and Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Tenders . Late submission of bids will be disqualified.

17. ENQUIRIES

- 17.1 **All general enquiries relating to bid documents should be directed to:**

Ms. Rachel Moerane / Mr Samuel Msiza

Tel No: (012) 406 7747 /406 7910

E-mail: Rachel.Moeramne@dee.gov.za/Samuel.Msiza@dee.gov.za

- 17.2 **Technical enquiries can be directed to:**

Mr. Jabu Lusenga - Tel: (012) 406 3549/079 495 8194

Email address: Jabu. Lusenga @dee.gov.za