



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion.

Private Bag X10, Highveld Park 0169

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PRODUCE THE 2021/22 ANNUAL REPORT OF THE INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA

1. Purpose

The Independent Communications Authority of South Africa (ICASA/the Authority) is the regulator of the broadcasting, telecommunications and postal services in the public interest. ICASA, therefore, seeks to appoint a service provider to produce the 2021/2022 Annual Report within a specified period.

2. Scope of work

The successful service provider will be responsible for the production, printing and delivery of the completed signed off Annual Report that is error-free and in line with ICASA's Corporate Identity.

- Design the layout/concept development, edit and print copies of the Annual Report.
- Printing specifications – Cover pages (4) Full colour on gloss with a matt coated finish of the logo and/or Spot UV, 300gsm. Inner pages (estimated number of pages – 150) full colour pages coated with matt (128 gsm).
- The size of the Annual Report should be A4 Portrait.
- Binding of the Annual Report: Sewn and glued – or latest technology that will keep the document intact.
- Content development includes writing, editing, proofreading and subsequent proofreading of the various versions of the report.
- Sourcing of stock images to be incorporated in the report and ICASA project pictures.

- Total number of printed copies required is 30.
- A project plan detailing timelines and deliverables will be developed in agreement with ICASA and the service provider who has been appointed.
- The supplier will be required to complete the financials part of the Annual Report within a week of receipt of approved financials.
- Conceptualise a photoshoot for Council and EXCO
- The projected completion date of the project is **15 August 2022.**

3. ICASA responsibilities

- ICASA will be responsible for supplying the successful service provider with the following:
 - Electronic versions of the logo
 - Select images (dependent on availability) to be incorporated in the Annual Report as an addition to the stock images that need to be sourced
 - Links to the previous ARs which are available at www.icasa.org.za

4. Service Level Agreement

The successful service provider will be required to enter into a written service level agreement with ICASA for the duration of the project.

5. Special Conditions

ICASA reserves the right to:

1. Decrease the quantities and/or items due to budget constraints,
Negotiate and/or change the specifications to be used for the production of the Annual Report in order to ensure the successful delivery of the report

Bid evaluation

Bidders will be evaluated on; a) submission of the required documents, b) functionality and c) price/BBBEE. Only bidders who meet the cut-off score of 70 points out of 100 points for functionality will be considered further for price and BBBEE evaluation. All bid proposals submitted will be evaluated in accordance with the 80/20 procurement principle as prescribed by National Treasury Regulations.

The following weights and criteria are applicable to evaluate the received bids:

No	Category	Weight
A.	Functionality: Pre-qualification criteria	
1.	<p>Company Experience</p> <p>Bidders must provide proof of experience in the design, development, and production of Annual Reports.</p> <p>Bidder must provide:</p> <ol style="list-style-type: none"> 1. Company information (brochure, e-brochure. Website link detailing products and services of the company) 2. The product or service must include Annual Report development and production experience, graphic design experience, and content development. 3. CV of project leader, the CV must detail the experience of working in developing Annual Reports (at least one report) <p>Evaluation criteria</p> <ul style="list-style-type: none"> • The service provider has not provided the company profile detailing products and services = 1 • The service provider has provided the company profile, but the product and services don't match the service required by ICASA = 2 • The service provider has provided the company profile with matching product and/or services, the company has been in operation for a minimum of 3 years, but the project leader experience does not match the criteria = 3 • The service provider has provided the company profile with matching product and/or services, the company has been in operation for a minimum of 3 years, and the project leader experience matches the criteria = 4 • The service provider has provided the company profile with matching product and/or services, the company has been in operation for a minimum of 3 years and the project leader experience matches the criteria with more than one Annual Report developed experience = 5 	20

2.	<p>Editing and proofreading</p> <p>The bidder must have a Content Editor who will edit and proofread content from ICASA and ensure that there is a “golden thread” between the reports, i.e. the reports must be consistent in terms of language and writing style. Editing and proofreading must be done by a person with a minimum of three (3) years’ editing experience.</p> <p>The bidder must furnish CVs of the person(s) who will be responsible for the editing and proofreading of the document</p> <p>Evaluation criteria</p> <ul style="list-style-type: none"> • Less than 3 years’ experience in editing and proofreading other documents but not an Annual Report = 1 • Less than 3 years’ experience in editing and proofreading an Annual Report = 2 • 3 and more, but less than 5 years’ experience in editing and proofreading an Annual Report (With less than 3 reference letters submitted) = 3 • 5 years’ experience in editing and proofreading an Annual Report (With 2 or more reference letters submitted) = 4 • More than 5 years’ experience in editing and proofreading an Annual Report (with 3 or more reference letters submitted) = 5 	30
3.	<p>Provision of samples of previous Annual Reports produced in the past 3 - 5 years for Government or SOEs, Chapter nine institutions, these could be in hard or soft copies, with matching and signed reference letters i.e. the reference letter/s provided must match the Annual Report samples provided.</p> <p>Evaluation criteria</p> <ul style="list-style-type: none"> • No submission of samples and reference letters = 1 • Submission of samples and unrelated reference letters or submission of unrelated samples and related reference letters = 2 • Submission of 1 - 3 samples and one matching reference letter/s = 3 • Submission of 4 - 5 samples and two matching reference letter/s = 4 • Submission of 5 or more samples and three or matching reference letters = 5 	50
	TOTAL FOR FUNCTIONAL PRE-QUALIFICATION CRITERIA.	100