

TERMS OF REFERENCE FOR THE APPOINTMENT OF A PRINTING, DESIGN AND EDITING PANEL OF SERVICE PROVIDERS FOR THE MINING QUALIFICATIONS AUTHORITY FOR A PERIOD OF THREE YEARS FROM THE DATE OF APPOINTMENT

1. BACKGROUND

- 1.1. The Mining Qualifications Authority (MQA) is a Sector Education and Training Authority for the mining and minerals sector in terms of the Skills Development Act No. 97 of 1998.
- 1.2. In support of the MQA's Vision, the Customer Service and Communication Unit seeks to ensure that all stakeholders in the mining and mineral sector have access to sufficient, appropriate and accurate information that will encourage participation in skills development initiatives and further contribute to sufficient, competent skills in the sector.
- 1.3. Furthermore as per the Customer Service and Communication Strategy and the annual Communication Plan, there are a number of printed and electronic educational, informative materials and branded promotional gifts that must be designed, edited, printed and distributed by the unit to create awareness about the various projects that the organisation offers as well as promote the MQA as a recognisable brand to its stakeholders. These products are then distributed to various MQA stakeholders.

2. OBJECTIVE

The Mining Qualifications Authority (MQA) through a competitive bidding process, wishes to enter into a Specific Term Contract with suitable service providers that have a track record of producing printed and electronic educational and informative materials and branded educational and informative materials as well as designing, editing, and printing the various materials requested for the MQA for the period of three (3) years after the date of appointment. This will include all annual reports, newsletters, brochures, folders, note pads, pamphlets, letterheads, banners, as well as a range of branded educational and informative materials identified by the MQA, amongst others.

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3. SCOPE OF WORK

Bidders must tick and/or indicate on their submitted proposal which of the below categories they are bidding for and ensure that all relevant documents are submitted for each category.

CATEGORY	HEADING	TICK (✓) CATEGORY BIDED FOR
1	SPECIALISED GRAPHIC DESIGN SERVICES – DESIGN AND LAYOUT OF PRINTED MATERIALS	
2	PRINTING SERVICES ON ALL BRANDED EDUCATIVE AND INFORMATIVE MATERIALS (INCLUDING BUILDING, VEHICLE, STATIONERY BRANDING)	

Delivery should be within agreed upon timeframes as stated in the specifications that will mostly be drafted on internal requisitions. The service provider will be responsible to ensure that the services rendered are in accordance with the specifications and within the prescribed deadlines.

The deliverables for this project would be the types of service that the department may need which include the listed but not exhaustive items under the following categories:

Category 1: Printed Materials

- Annual report
- Books (Career Guidance Handbook, Disability Toolkit)
- Brochures (DL, A5, A6, Z-Card)
- Evaluation cards
- Exhibition visitor registration cards
- Flyers (printed)
- Notepads
- Newsletters
- Calendars
- Letterheads
- Complimentary slips
- Folders
- Business cards

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- Banners
- Advertising templates (printed and digital formats)
- Company related documents such as the Annual Performance Plan, Sector Skills Plan, Strategic Plan, MQA Funding Policy, etc.

Category 2: Educative and Informative Materials

- Flyers (digital format)
- Flip books
- Branding requirements (vehicles, internal and external of buildings)
- Branded educational and informative materials such as mathematical sets, pencil cases, pens, booklets, conference and school bags, etc.

3.1. A proper specification containing delivery deadlines, quantity, size and artwork for the editing, design and printing will be provided at a stage of requesting a quotation. Overall the service provider will be responsible for ensuring that the printed materials are of high quality and produced within the agreed upon delivery time frames and specification.

3.2. In some instances service providers will also be required to deliver on very short notice.

4. DURATION

The time period allowed for this project is three (3) years from the date of appointment and the appointed service providers will be contracted for that period.

5. PROJECT MANAGEMENT

The appointed service providers will be required to appoint a project manager to manage the MQA's accounts, and shall be given instructions by, or shall report to, the Customer Service and Communication Unit.

- 5.1 This panel will be generally managed by the Customer Service and Communication Unit.
- 5.2 A quarterly management meeting will be held between the appointed service provider(s), the project manager and a representative from the Customer Service and Communication Unit where deemed necessary.

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6. PROJECT PROPOSAL

The service provider wishing to submit proposals is required to include the following documents:

- 6.1. A short profile of the service provider; and
- 6.2. All the documents required as per the evaluation criteria.

7. SUBMISSION

One (1) set of original proposal documents accompanied by four (4) hard copies and/or Electronic submissions to tenders@mqa.org.za.

NB: Electronic submission of the proposal documents is allowed, the electronic submissions may be forwarded to tenders@mqa.org.za. Please ensure that your email size is not more than 10MB, otherwise, please split your email to emails of a size that is within the specified size.

8. PROJECT PRICING

8.1 The amount quoted must be denominated in South African Rand, and should include VAT.

8.2 The quoted price should be as per the scope work.

8.3 In line with the Preferential Procurement Regulations 2017; the MQA may subject the award of the tender to price negotiation with the preferred bidder. This will however be exercised subject to the following principles:

- Negotiation may not allow any preferred bidder a second or unfair opportunity;
- Is not detriment of any other bidder; and
- Does not lead to higher price than the bid as submitted.

NB. The appointed bidders will only evaluated on price and B-BBEE as and when they are requested to submit proposals/quotation for services. They will be evaluated using 80/20 points principle, where 80points will be allocated price and 20 points for B-BBEE.

9. EVALUATION CRITERIA

9.1 Proposals for the appointment of the service providers will be evaluated in four (4) phases. The first two phases will be compliance and mandatory requirements, the third phase will be functionality, and the fourth phase will be BBBEE and pricing in accordance with the Supply Chain Management Procurement policies (Preferential Point System) shall be done on when there is a specific instruction and/or assignment that the MQA wants to be undertaken. A bidder will only go to the next phase of evaluation if they have met the requirements of the previous phase of evaluation.

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9.1.1 PHASE ONE (1): RETURNABLE DOCUMENTS TO BE SUBMITTED

- a. Proof of registration on Central Supplier Database System (CSD)
- b. Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;
- c. B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);
- d. SBD 1: Invitation to Bid fully completed and appropriately signed;
- e. SBD 3.3: Pricing Schedule fully completed and appropriately signed;
- f. SBD 4: Declaration of Interests Form fully completed and appropriately signed;
- g. SBD 5: The National Industrial Participation Programme (if applicable);
- h. SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;
- i. SBD 8: Abuse of Supply Chain Management System, fully completed and appropriately signed; and
- j. SBD 9: Certificate of Independent Bid Determination, fully completed and appropriately signed.

NB: Bidders who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, bidders will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request of such outstanding information will not be information that affect the substance of the bid or give a bidder unfair advantage to the other bidders.

9.1.2 PHASE TWO (2) MANDATORY REQUIREMENTS

CATEGORY1: SPECIALISED GRAPHIC DESIGN SERVICES – DESIGN AND LAYOUT OF PRINTED MATERIALS

- A. Submit three (3) compressed, electronic samples of an **Annual report**, from three different clients, from any of the following financial years: 2020-21, 2019-2020, 2018-2019, and 2017-2018. Therefore submit a total of three (3) annual report samples, where each sample is from a different client and a different financial year.
- B. Submit at least one sample of the following documents, from different clients, from any of the following financial years: 2020-21, 2019-2020, 2018-2019, and 2017-2018:
 - a. Newsletter (at least one sample from one client is required)
 - b. Brochure (at least one sample from one client is required)

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Bidders who fail to meet the mandatory requirements will be disqualified and will not be evaluated further.

9.1.3 PHASE THREE (3): TECHNICAL EVALUATION CRITERIA

Bids will be evaluated individually on score sheets by a representative evaluation panel according to the evaluation criteria indicated below.

These functionality criteria will be broken down into a rating of no submission, poor, fair, satisfactory, very good and excellent.

The proposals will be evaluated on a five point scale as follows:

0 = Required documents not submitted.

1 = Poor, does not meet criteria.

2 = Fair, less than acceptable. Not sufficient for performance requirements.

3 = Satisfactory, adequate for the performance requirements.

4 = Very Good, above the average compliance to the requirement.

5 = Excellent, exceptional mastery of the requirement.

CATEGORY 1: SPECIALISED GRAPHIC DESIGN SERVICES – DESIGN AND LAYOUT OF PRINTED MATERIALS

KEY PERFORMANCE AREA	ELEMENT	WEIGHT	SCORING MATRIX
Company experience in editing, design, layout, branding and printing of an annual report.	<p>Provide a minimum of 3 reference letters.</p> <p>For the reference letter to comply it must have the following:</p> <ul style="list-style-type: none">• Be written on the client's letter head, signed by relevant officials, dated, with contactable details (email/phone numbers), regarding work done within 5 (five) years.	25	<p>0=No submission or submitted irrelevant letters.</p> <p>1=1 one compliant reference letter provided.</p> <p>2=2 Compliant reference letters provided.</p> <p>3=3 Compliant reference letters provided.</p> <p>4=4 Compliant reference letters provided.</p> <p>5=5 or more compliant reference</p>

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	<ul style="list-style-type: none"> • Detailing work undertaken on Annual Reports. • The letter must include confirmation that the work was successfully carried out. • Letters must be from different clients • Linked to the three (3) annual report samples submitted under Mandatory Requirements (listed under Phase Two). <p>NB: The MQA reserves the right to contact the referees on the reference letters via the contact details provided. Should such reference clients fail to confirm the work and services indicated in the reference letter, the MQA shall consider such reference letter to not be compliant.</p>		letters provided
Company experience in editing, design, layout, branding and printing of newsletters.	<p>Provide a minimum of 3 reference letters.</p> <p>For the reference letter to comply it must have the following:</p> <ul style="list-style-type: none"> • Be written on the client's letter head, signed by relevant officials, dated, with contactable details (email/phone numbers), 	5	<p>0=No submission or submitted irrelevant letters.</p> <p>1=1 one compliant reference letter provided.</p> <p>2=2 Compliant reference letters provided.</p> <p>3=3 Compliant reference letters provided.</p> <p>4=4 Compliant reference letters</p>

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	<p>regarding work done within 5 (five) years.</p> <ul style="list-style-type: none"> • Detailing work undertaken on newsletters. • The letter must include confirmation that the work was successfully carried out. • Letters must be from different clients. <p>NB: The MQA reserves the right to contact the referees on the reference letters via the contact details provided. Should such reference clients fail to confirm the work and services indicated in the reference letter, the MQA shall consider such reference letter to not be compliant.</p>		<p>provided.</p> <p>5=5 or more compliant reference letters provided</p>
Company experience in editing, design, layout, branding and printing of brochures.	<p>Provide a minimum of 3 reference letters.</p> <p>For the reference letter to comply it must have the following:</p> <ul style="list-style-type: none"> • Be written on the client's letter head, signed by relevant officials, dated, contactable details (email/phone numbers), regarding work done within 5 (five) years. • Detailing work undertaken 	5	<p>0=No submission or submitted irrelevant letters.</p> <p>1=1 one compliant reference letter provided.</p> <p>2=2 Compliant reference letters provided.</p> <p>3=3 Compliant reference letters provided.</p> <p>4=4 Compliant reference letters provided.</p> <p>5=5 or more compliant reference</p>

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	<p>on brochures.</p> <ul style="list-style-type: none"> • The letter must include confirmation that the work was successfully carried out. • Letters must be from different clients. <p>NB: The MQA reserves the right to contact the referees on the reference letters via the contact details provided. Should such reference clients fail to confirm the work and services indicated in the reference letter, the MQA shall consider such reference letter to not be compliant.</p>		letters provided
Proposed Project Plan for an annual report.	Provide a sample of a project plan for an annual report, detailing timeframes in order to meet the Parliamentary Deadlines of 31 August each year, resources (human and tools), and deadlines stipulated.	20	<p>0 = No project plan submitted.</p> <p>1 = Project plan submitted that is not in line with all the requirements listed under the Scope of Work as well as the requirements for producing an annual report document.</p> <p>2 = Project plan submitted, detailing clear tasks and timeframes, indicating a few but not all requirements listed under Scope of Work; and is not in line with the requirements for producing an annual report document</p> <p>3 = Project plan submitted</p>

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			detailing clear tasks and timeframes, for producing an annual report document, that is aligned with all requirements listed under the Scope of Work.
Capacity and expertise to project manage various branded marketing materials as listed under scope of work.	<p>Provide a CV of a suitable, qualified and capable human resource with minimum of 3 years' Project Management experience in the design, layout and printing of various printed materials.</p> <p>CV must include a copy of individual certified Certificate/National Diploma/Degree in project management. CV must also indicate where the experience was acquired.</p> <p>NB: The proposal must indicate the name of the individual to be evaluated as a project manager, failure which will result in a score of zero (0) will be awarded.</p> <p>NB: The qualifications certifying date stamp must be valid, validity period must be 6 months prior to the closing date of this request for proposal.</p>	10	<p>0 = No compliant CV submitted.</p> <p>1 = Compliant CV provided of qualified project manager with 1 day -</p> <p>23 months or less relevant experience and no qualifications attached or uncertified/expired certification qualifications attached</p> <p>2 = Compliant CV provided of qualified project manager with a certificate and 24 - 35 months' relevant experience.</p> <p>3 = Compliant CV provided of qualified project manager with a national diploma and 36 – 47 months' relevant experience.</p> <p>4 = Compliant CV provided of qualified project manager with a degree and 48 - 59 months' relevant experience.</p> <p>5 = Compliant CV provided of qualified project manager with a degree and 60 or more months' relevant experience.</p>

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Capacity and expertise to design and layout various branded materials as listed under Deliverables.	<p>Provide two (2) CVs of capable, suitable, and qualified Graphic designers with a minimum of 3 years' design and layout experience.</p> <p>CV's must include a copy of individual certified Certificate/National Diploma/Degree in Graphic design. CV must also indicate where the experience was acquired.</p> <p>NB: The proposal must indicate the names of the individuals to be evaluated as graphic designers, failure which will result in a score of zero (0) will be awarded.</p> <p>NB: The qualifications certifying date stamp must be valid, validity period must be 6 months prior to the closing date of this request for proposal.</p>	10	<p>0 = No compliant CV submitted.</p> <p>1 = 2 CV's provided of qualified graphic designers with 1 day - 23 months or less relevant experience and no qualifications attached or uncertified/expired certification qualifications attached</p> <p>2 = 2 CV's provided of qualified graphic designers with a certificate and 24 - 35 months' relevant experience.</p> <p>3 = 2 CV's provided of qualified graphic designers with a national diploma and 36 – 47 months' relevant experience.</p> <p>4 = 2 CV's provided of qualified graphic designers with a degree and 48 - 59 months' relevant experience.</p> <p>5 = 2 CV's provided of qualified graphic designers with a degree and 60 or more months' relevant experience.</p>
Capacity and expertise to proof read and edit written materials.	<p>Provide CV of capable, suitable, and qualified Editor with a minimum of 3 years' editing experience.</p> <p>CV's must include a copy of individual certified Certificate/National Diploma/Degree/Honours in</p>	10	<p>0 = No compliant CV submitted.</p> <p>1 = Compliant CV provided of qualified editing personnel with a Matric certificate(with English) and 1 day - 23 months or less relevant experience.</p>

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	<p>English, Journalism, linguistic or related field. The CV must also indicate where the experience was acquired.</p> <p>NB: The proposal must indicate the name(s) of the individual(s) to be evaluated as editors, failure which will result in a score of zero (0) will be awarded.</p> <p>NB: The qualifications certifying date stamp must be valid, validity period must be 6 months prior to the closing date of this request for proposal.</p>		<p>2 = Compliant CV provided of qualified editing personnel with a Matric certificate (with English) 24 - 35 months' relevant experience.</p> <p>3 = Compliant CV provided of qualified editing personnel with a national diploma and 36 – 47 months' relevant experience.</p> <p>4 = Compliant CV provided of qualified editing personnel with a degree and 48 - 59 months' relevant experience.</p> <p>5 = Compliant CV provided of qualified editing personnel with honours and 60 or more months' relevant experience.</p>
Total		85	

Note: All bidders must obtain 51 out of 85 points on functionality to be evaluated further for a site inspection.

Site inspection to be conducted at the premises of short-listed bidders.	To make available for inspection, the business or office premises that the short-listed service provider or company utilises to conduct their business.	15	<p>0= No office premises provided for inspection.</p> <p>1= Has office premises, however,</p> <ul style="list-style-type: none"> No in-house industrial printer or partnership with a printing company offering offset lithography, digital, screen and inkjet printing services. <p>2= Has office premises.</p> <ul style="list-style-type: none"> Has an in-house industrial
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			<p>printer or partnership with a printing company offering offset lithography, digital, screen and inkjet printing services.</p> <ul style="list-style-type: none"> • Bidder has one in-house graphic designer, working in clearly demarcated office space; <p>3=Has office premises,</p> <ul style="list-style-type: none"> • Has in-house industrial printer or partnership with a printing company offering offset lithography, digital, screen and inkjet printing services. • Bidder has a minimum of two in-house graphic designers, working in clearly demarcated office space; • Has designing hardware (e.g. Apple MacBook, Aser, Dell, etc.) and software for design and layout work (e.g. Adobe InDesign, Serif DrawPlus, CorelDraw, etc.); <p>4= Has office premises</p> <ul style="list-style-type: none"> • Has an in-house industrial printer or partnership with a printing company offering offset lithography, digital, screen and inkjet printing services. • Bidder has a minimum of two in-house graphic designers, working in clearly demarcated office space;
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			<ul style="list-style-type: none"> • Has designing hardware (e.g. Apple MacBook, Aser, Dell, etc.) and software for design and layout work (e.g. Adobe InDesign, Serif DrawPlus, CorelDraw, etc.); • Has software to create HTML5 flipbooks, e.g. FlipHTML5, Flipsnack, YUMPU, iSpringFlip, PUBHTML5. <p>5= Has office premises</p> <ul style="list-style-type: none"> • Has an in-house industrial printer or partnership with a printing company offering offset lithography, digital, screen and inkjet printing services. • Bidder has a minimum of two in-house graphic designers and a professional editor working in clearly demarcated office space; • Has designing hardware (e.g. Apple MacBook, Aser, Dell, etc.) and software for design and layout work (e.g. Adobe InDesign, Serif DrawPlus, CorelDraw, etc.); • Has software to create HTML5 flipbooks, e.g. FlipHTML5, Flipsnack, YUMPU, iSpringFlip, PUBHTML5.
Note: Bidders must obtain a minimum of 9 points out of 15, to be considered for overall functionality calculation for this category.			
Total		15	
Grand total		100	

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All service providers who will score less than 60 out of 100 points for functionality will not be considered further and will be regarded as having submitted a non-responsive proposal.

CATEGORY 2: PRINTING SERVICES ON ALL BRANDED EDUCATIVE AND INFORMATIVE MATERIALS (INCLUDING BUILDING, VEHICLE, and STATIONERY BRANDING)

The minimum technical score for eligibility for functionality is 15 points.

Bidders must obtain a minimum threshold of 15 out of 25 points to be shortlisted to be part of the panel.

KEY PERFORMANCE AREA	ELEMENT	WEIGHT	SCORING MATRIX
Company experience in the printing and branding of educative and informative materials.	<p>Provide a minimum of 3 reference letters.</p> <p>For the reference letter to comply it must have the following:</p> <ul style="list-style-type: none"> On the client letter head, signed by relevant officials, dated, contactable (email/phone numbers), work done within 5 (five) years. Detailing of activities undertaken on the producing of educative and informative materials. The letter must include confirmation that the work was successfully carried out. Letters must be from different clients <p>NB: The MQA reserves the right to contact the referees on the reference letters via the contact</p>	10	<p>0=No submission or submitted irrelevant letters.</p> <p>1=1 one compliant reference letter provided.</p> <p>2=2 Compliant reference letters provided.</p> <p>3=3 Compliant reference letters provided.</p> <p>4=4 Compliant reference letters provided.</p> <p>5=5 or more compliant reference letters provided</p>

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	details provided. Should such reference clients fail to confirm the work and services indicated in the reference letter, the MQA shall consider such reference letter to not be compliant.		
Capacity and expertise to project manage the printing and branding of various educative and informative materials as listed under Part 2.	<p>Provide a CV of a suitable, qualified and capable human resource with minimum of 3 years' Project Management experience in the printing and branding of educative and informative materials.</p> <p>CV must include a copy of individual certified Certificate/National Diploma/Degree in project management. CV must also indicate where the experience was acquired.</p> <p>NB: The proposal must indicate the name of the individual to be evaluated as a project manager, failure which will result in a score of zero (0) will be awarded.</p> <p>NB: The qualifications certifying date stamp must be valid, validity period must be 6 months prior to the closing date of this request for proposal.</p>	5	<p>0 = No compliant CV submitted.</p> <p>1 = Compliant CV provided of qualified project manager with 1 day - 23 months or less relevant experience and no qualifications attached or uncertified/expired certification qualifications attached</p> <p>2 = Compliant CV provided of qualified project manager with a certificate and 24 - 35 months' relevant experience.</p> <p>3 = Compliant CV provided of qualified project manager with a national diploma and 36 – 47 months' relevant experience.</p> <p>4 = Compliant CV provided of qualified project manager with a degree and 48 - 59 months' relevant</p>

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			<p>experience.</p> <p>5 = Compliant CV provided of qualified project manager with a degree and 60 or more months' relevant experience.</p>
Capacity and expertise to design and layout various branded materials as listed under Deliverables (Part 2).	<p>Provide two (2) CVs of capable, suitable, and qualified Graphic designers with a minimum of 3 years' design and layout experience.</p> <p>CV's must include a copy of individual certified Certificate/National Diploma/Degree in Graphic design. CV must also indicate where the experience was acquired.</p> <p>NB: The proposal must indicate the names of the individuals to be evaluated as graphic designers, failure which will result in a score of zero (0) will be awarded.</p> <p>NB: The qualifications certifying date stamp must be valid, validity period must be 6 months prior to the closing date of this request for proposal.</p>	10	<p>0 = No compliant CV submitted.</p> <p>1 = 2 CV's provided of qualified graphic designers with 1 day - 23 months or less relevant experience and no qualifications attached or uncertified/expired certification qualifications attached</p> <p>2 = 2 CV's provided of qualified graphic designers with a certificate and 24 - 35 months' relevant experience.</p> <p>3 = 2 CV's provided of qualified graphic designers with a national diploma and 36 – 47 months' relevant experience.</p> <p>4 = 2 CV's provided of qualified graphic designers with a degree and 48 - 59 months' relevant experience.</p> <p>5 = 2 CV's provided of qualified graphic designers</p>

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			with a degree and 60 or more months' relevant experience.
Total		25	

All bidders who score less than fifteen (15) out of twenty-five (25) points for functionality will not be considered further, and will be regarded as submitting a non-responsive proposal.

9.1.4 PHASE FOUR (4): BBBEE AND PRICE

The appointed bidders will only evaluated on price and B-BBEE as and when they are requested to submit proposals/quotation for services. They will be evaluated using 80/20 points principle, where 80 points will be allocated price and 20 points for B-BBEE.

The Mining Qualifications Authority (MQA) is an equal opportunity, affirmative action employer. It shows the same commitment to those who wish to provide services to the Mining Qualifications Authority (MQA) via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of skills transfer and representativeness. This does not preclude the formation of consortiums or the inclusion of proposals on how the projects can be used to further the aims of transformation.

The MQA may undertake due diligence to qualifying bidders to ascertain functionality.

The Mining Qualifications Authority reserves the right not to award the bid, to bidders.

10. TERMS AND CONDITIONS OF THE BID

10.1 Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.

10.2 The appointed service provider will enter into a service level agreement with the MQA, which will include:

- 10.2.1 Period of agreement;
- 10.2.2 Project objectives and scope;
- 10.2.3 Method of communication;
- 10.2.4 Disputes; and

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- 10.2.5 Termination of contract and other specific matters that will be agreed upon to form part of the service level agreement.
- 10.3 The team allocated to project manage the MQA account must be able to work throughout the project, otherwise written permission to amend the team must be sent to the MQA for approval.
- 10.4 The MQA reserves the right to terminate the contract in the event that there is clear evidence of non-performance and or poor quality of work.
- 10.5 The MQA reserves the right to appoint one or more bidders for the projects.
- 10.6 The basis of engaging bidders will be on an assignment basis.
- 10.7 In the event where there are more than one bidders accredited on the bid, and they have the necessary skills that are required to render a specific service, the MQA will issue out the Terms of Reference/Specifications to call for bids and award the work accordingly.
- 10.8 The MQA reserves the right to interview bidder(s) that are short listed for specific assignments (meaning that bidders may be requested to do presentations for a specific project / assignment).
- 10.9 The MQA may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).
- 10.10 Payments will only be made for acceptable work completed and timeously delivered.
- 10.11 Any deviation from the project plan should be requested in writing and signed off by the project manager.
- 10.12 Any suggestions and or contributions during progress meetings, once accepted by both parties, shall form part of the contract.

11. CONTACT PERSON FOR TECHNICAL ENQUIRIES

All enquiries related to this bid call must be forwarded to:

Supply Chain Management Enquiries

Ms Tsholo Dilape

Tel: (011) 547 2628

E-mail Address: TsholoD@mqa.org.za

AND

Technical enquiries related to this bid must be forwarded to:

Ms Amanda Masilo

Tel: (011) 547 2616

Email Address: AmandaM@mqa.org.za