

END TO END PRODUCTION OF SENTECH CORPORATE PLAN

SENTECH is looking for a service provider to produce the SENTECH Corporate Plan. The job will include ContentWriting, Editing, Design and layout, as well as printing the plan.

Scope of Work	<p>The service provider will be required to:</p> <ul style="list-style-type: none"> • Work under tight deadlines and pressure and, • Work overtime including weekends when required • Provide Sentech with dedicated Single Resource as point of contact for all content editing requests and a project manager. • Work closely with Sentech team members to ensure the quality of finished write-ups, including editorial and stylistic consistency. • Conduct editing for conciseness and the ability to edit technical content for a non-technical audience is highly desirable. • Assist in improving the readability, appearance, and overall presentation of corporate plan following Sentech CI manual. • Accurate and multiple version control of the document and editing requests based on, Sentech Team inputs • Meet the deadlines that will be provided in the project plan • Start work immediately, upon appointment • Produce printer's proof <p>NB: Service provider is required to breakdown each element of their quotation</p> <ul style="list-style-type: none"> • Corporate Plan 2024/25 FY requirements: <p>General Requirements:</p> <ul style="list-style-type: none"> • Work overtime including weekends when required • Current pages 55 • Size: A4 • Obtain an ISBN number • Source images • 100 printed copies printed in full colour throughout and perfect bound • Paper: 138 gsm, matt and gloss <p>Critical timelines</p> <ul style="list-style-type: none"> • The service provider must be prepared to commence work for the 2024/25 Corporate Plan from November 2023 • Submit three design concepts by end November 2023 • Layout to commence January 2024 • Editing to commence January 2024 • Produce printers' proofs before end February 2024 • Final Corporate Plan to be ready before end February 2024
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	<ul style="list-style-type: none"> Produce Final print copies of Corporate Plan in 1st week of March 2024 (Print requirements to be confirmed at a later date. Quotation should include costs as a separate line item)
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Functional criteria	Proof Required	Points
Years of Experience of the Service Provider in the Content Writing, Editing, Proofing), Graphic Design & Layout, and Print Management industry <ul style="list-style-type: none"> More than 15 years of experience.....15 points Between 10 to 15 years of experience.....10 points Between 5 to 9 years of experience5 points Less than 5 years of experience.....0 points 	Detailed Project list with the following: Project Name Customer Name Description of Service Start Date of the Project End Date of Project Contact Details of Customer Start Date of the projects will be used to calculate number of years' experience in the industry	15
Years of experience and qualifications in Content Writing, Editing and Proofing of Resource to be deployed at Sentech <ul style="list-style-type: none"> More than 15 years of experience.....15 points Between 10 to 15 years of experience.....10 points Between 5 to 9 years of experience5 points Less than 5 years of experience.....0 points 	Curriculum Vitae of the Content Writing, Editing and Proofing Resource (Should the content writer, editor and proofing specialist be different team members please send all CVs)	15
Years of experience and qualifications in Graphic Design & Layout of Resource to be deployed at Sentech <ul style="list-style-type: none"> More than 15 years of experience.....15 points Between 10 to 15 years of experience.....10 points Between 5 to 9 years of experience5 points Less than 5 years of experience.....0 points 	Curriculum Vitae of the Graphic Design & Layout Resource	15
Years of experience and qualifications <u>Quality Assurance</u> in Content Writing <ul style="list-style-type: none"> More than 15 years of experience.....15 points Between 10 to 15 years of experience.....10 points Between 5 to 9 years of experience5 points Less than 5 years of experience.....0 points 	Curriculum Vitae of the Quality Assurance Resource	15
Years of experience and qualifications Print Management <ul style="list-style-type: none"> More than 15 years of experience.....15 points Between 10 to 15 years of experience.....10 points Between 5 to 9 years of experience5 points Less than 5 years of experience.....0 points 	Curriculum Vitae of the Print Management Resource	15
Provide a detailed portfolio of soft copy (Email or USB) of previously published and client approved work. (Not older than 3 years from the time date of RFQ Advert) 8+ examples of corporate plan.....20 Points 5 to 7 examples of corporate plan15 Points 3 to 4 examples of corporate plan5 Points Less than 3 examples of corporate plan.....0 points	Soft copy of previous projects (corporate plan or corporate publications) (Not older than 3 years from the time date of RFQ Advert)	20

Functional criteria	Proof Required	Points
Demonstrate referrals through testimonials in the Writing, Editing, Proof Reading (Publishing), Graphic Design & Layout, and Print Management. (Not older than 3 years from the time date of RFQ Advert) More than 8 Letters.....20 points 5 to 7 Letters.....15 points 3 to 4 Letters.....10 points Less than 3 Letters.....0 points No letter attached.....0 points	Attach letters of referral OR testimonials from previous Customer that you have serviced. Letters must be on the official letterhead of the customer	20
Methodology and approach clearly describing the workflow for Content Writing, Editing, Proofing, Graphic Design, Quality Assurance and Printing project clearly showing the link and customer interface between Service Provider Team and the SenTech Teams during the project. Methodology must also highlight the supporting project resources that will assist with the implementation of the project.	Attached detailed Methodology and Proposal	
Evaluation indicators: <ul style="list-style-type: none"> Excellent methodology – Comprehensive end- to-end Methodology and Proposal. This is covering over and above the minimum specifications =20 points Good methodology – End-to-end Methodology and Proposal in line with the minimum defined Scope of Work =10 points Average methodology – End-to-end Methodology and Proposal with one or more critical requirements missing = 5 points No methodology attached OR Methodology and Proposal does have any solution linked to requirements =0 points 		20
Qualifying Score: 110 points out of 135	TOTAL SCORE	135

Bidder is not allowed to score Zero under ANY functional criteria item while obtain the minimum Qualifying Score.