

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER WITH EDITING, LAYOUT, DESIGN AND PRINTING OF THE 2025-2026 ANNUAL REPORT FOR DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES.

1. BACKGROUND AND MOTIVATION

- 1.1. In line with Section 40(1) of the PFMA the department is expected to submit within five months of the end of a financial year to the relevant treasury an annual report on the activities of the department, the annual financial statements after they have been audited and the Auditor-General's report on those statements.
- 1.2. The department is also expected to submit to Parliament an annual report, financial statements and the Auditor General's report on those statements, within one month after the accounting officer received the Auditor-General's audit report.
- 1.3. Chapter 18 (18.3 and 18.4) of the TR and Chapter 1, Part III J of the Public Service Regulations, [1999] 2001; set out the legislative requirements for annual reports and that the department must include information about the institution's efficiency, economy and effectiveness in delivering programmes and achieving its objectives and outcomes against the measures and indicators set out in the strategic plan for the year under review.
- 1.4. Guidelines for the implementation of the revised Framework for Strategic and Annual Performance Plans defines an annual report as the end of year non-financial and financial report which include the Auditor-General of South Africa's opinion on the department's performance.
- 1.5. Considering the abovementioned context, the Department of Mineral and Petroleum Resources requires a service provider with skilled resources and adequate experience to edit, layout and design and printing of the 2025-2026 Department of Mineral and Petroleum Resources Annual Report.

2. CONTRACT PERIOD

- 2.1. The contract period for the editing, lay – out and design and printing of the 2025/26 Annual Report is four months after the signing of the service level agreement.

3. OBJECTIVE

- 3.1. To edit, lay-out, and design and printing of the 2025-2026 Department of Mineral and Petroleum Resources Annual Report.

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 2025/26 Annual Report and undertake the following activities:
- 4.2. Compile five supplied parts (A to E) of the annual report into one appropriately formatted and numbered document.
- 4.3. Proof-read, editing, grammar and spell check, consultatively edit, and ensure the technical consistency of the annual report to be of publishable quality of the 2025/26 Annual Report.
- 4.4. Design and lay-out the annual report to increase its professionalism and appeal.
Timeously print the 2025/26 Annual Report and supply electronic version copies

5. DELIVERABLES OR PROJECT OUTPUT AND OR OUTCOME

- 5.1. The service provider will be expected to produce the 2025/26 Annual Report in line with the following specifications:
- 5.2. Approximately a three hundred (350) 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 Minister, Deputy Minister, and the Director-General sign-off before producing the full production run.
- 5.5. One hundred and twenty hard (120) copies (300 GSM Glossy Laminated Paper Front Images-Spot UV200, or more environmentally friendly options upon approval) as well as 30 copies in equivalent CD format (dual print and cover design).
- 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, administrative compliance and point scoring system.

6.1. Gate 01 – Mandatory requirements

6.1.1 Mandatory requirements will not be applicable to this project.

6.2. Gate 02 - 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	CRITERIA	SCORING	WEIGHTS
1.	Company Experience: A bidder should have experience in having undertaken projects for the production of the reports. Proof with valid contactable referees indicating that similar project/s was/were executed must be submitted.	5 projects = 5 points 4 projects = 4 points 3 projects = 3 points 2 projects = 2 points No experience = 0 points	15 15

2.	<p>Team leader and team member experience:</p> <p>i) The team leader must have experience in the production of reports.</p> <p>ii) Team members must have experience in the production of reports. (Attach detailed CVs with contactable references as proof)</p>	<p>7 years' experience = 5 points</p> <p>6 years' experience = 4 points</p> <p>5 years' experience = 3 points</p> <p>4 years' experience = 2 points</p> <p>1-3 years' experience = 1 point</p> <p>5 years' experience = 5 points</p> <p>4 years' experience = 4 points</p> <p>3 years' experience = 3 points</p> <p>2 years' experience = 2 points</p> <p>1 year experience = 1 point</p>	<p>15</p> <p>10</p> <p>5</p>
3.	<p>Qualifications</p> <p>i) Team leader must have a formal qualification recognised by SAQA, relevant to the production of reports.</p> <p>ii) Team members must have formal qualifications recognised by SAQA and relevant to the production of reports / publications.</p>	<p>NQF above 9 = 5 points</p> <p>NQF 9 = 4 points</p> <p>NQF 8 = 3 points</p> <p>NQF 7 = 2 points</p> <p>NQF 6 and below = 1 point</p> <p>NQF above 9 = 5 points</p> <p>NQF 9 = 4 points</p>	<p>20</p> <p>10</p> <p>10</p>

		<p>NQF 8= 3 points</p> <p>NQF 7= 2 points</p> <p>NQF 6 and below = 1 point</p>	
4	<p>i) Project Plan: Detailed Project/ Execution Plan and Management should be attached.</p> <ul style="list-style-type: none"> • Detailed project plan with project deliverables and detailed logistics plan, milestones, scope, schedule, cost, resources & change management plan • Project plan with project deliverables inadequate logistical plan, milestones, scope, schedule, cost & resources • Inadequate Project Plan and logistical plan and with project deliverables, milestones, scope, schedule, cost & resources <p>ii) Proposed Methodology</p> <ul style="list-style-type: none"> • Methodology outlining adequate management of project -Project plan outlining key activities, milestones, timeframes, and 	<p>Detailed project plan =5 points</p> <p>Project plan = 3 points</p> <p>Inadequate Project Plan = 2 points</p> <p>No Project and logistical plan=1 point</p> <p>Methodology outlining adequate management of project = 5 points</p> <p>Methodology with only description of services = 3 points</p>	<p>40</p> <p>20</p> <p>20</p>

	<p>resources to be committed to the project.</p> <ul style="list-style-type: none"> • Methodology with only description of services - project plan outlining key activities, milestones, timeframes. • Methodology provided without the required services – methodology providing a project plan reflecting activities inconsistent to the required services. • Methodology not provided 	<p>Methodology provided without the required services = 2 points</p> <p>Methodology not provided = 1 point</p>	
Total			100

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 with 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 non-compliance.
 - Price amendments / other amendments without signature/initials.

- Use of correctional fluid
- Completion of the bid document in coloured ink other than black ink
- Bidders to attach the company profile on the Technical Proposal

6.4. Gate 04 – Point Scoring System

6.5. 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

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

6.5.2. 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.

6.5.3. 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.

6.5.4. 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.

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

6.5.6. 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
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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 concerning 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

- 7.1. Kick-off meeting for plenary will be convened with the Project Manager and feedback on progress status will be provided, as and when necessary.
- 7.2. The venue for these meetings will be virtual and or physical at the Department of Mineral and Petroleum Resources Head Offices, 70 Trevena 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: Strategy, Monitoring & Evaluation.
- 7.3. Any patents or copyrights developed from this project will belong to the Department of Mineral and Petroleum Resources.
- 7.4. The service provider will be expected to provide all the project management documents in line with the DMPR methodology.

8. WORK PLAN AND METHODOLOGY

- 8.1. 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.
- 8.2. Proposed Methodology.
- 8.3. Management of the project.
- 8.4. The successful service provider will be required to present their Project Execution Plan.
- 8.5. The service provider needs to 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

- 9.1. 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.
- 9.2. The DMPR reserves the right to appoint more than one service provider for the project.
- 9.3. The successful service provider must develop a detailed project schedule/ plan.
- 9.4. 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

- 10.1. 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.
- 10.2. 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 under 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 under 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. CONDITIONS OF THE CONTRACT

- 15.1. The General Conditions of Contract must be accepted as these are issued by the National Treasury and are non-negotiable.
- 15.2. The successful service provider will sign a confidentiality agreement regarding the protection of DMPR 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 may be subjected to security screening by the State Security Agency.
- 15.5. 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 one hard copy of the proposal and another copy on a memory stick in PDF format. The memory stick must clearly indicate the name of the bidder and must be enclosed in the same envelope as the hardcopy proposal.**
- 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

Proposals must be submitted on or before (date to be announced) at Department of Mineral and Petroleum Resources, at 70 Trevena Campus Cnr Francis Baard & Meintjies Streets Sunnyside, Pretoria in the bid box marked in the bid box marked Department of Mineral and Petroleum Resources. **No late bids will be accepted.**

19. ENQUIRIES

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

Mr Kwena Nong

Tel No: (012) 444 3642

E-mail: Kwena.Nong@dmp.gov.za

19.2 Technical enquiries can be directed to:

Ms Olgah Theledi

Tel: (012) 444 3079

E-mail address: olgah.theledi@dmp.gov.za