



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

1. INTRODUCTION

The Mining Qualification Authority (MQA) is a public entity established in terms of section 45 of the Mine Health and Safety Act No. 29 of 1996 (MHSA) and is a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA and its constitution.

The MQA is expected to inter alia respond to the National Development Plan (NDP) which aims to eliminate the historical and structural poverty, unemployment and reduce inequality by 2030. The NDP seeks to build the capacity of South African citizenry to ensure that South Africa has adequate, appropriate and high-quality skills for economic growth, employment and social development. The National Skills Development Plan (NSDP) among others, responds to it by outlining outcomes to be met by various agencies through various interventions to increase access to high quality and relevant education and training and skills development opportunities, including workplace learning and experience, to enable effective participation in the economy and society by all South Africans and reduce inequalities.

2. PURPOSE AND RATIONALE OF THE REQUEST FOR PROPOSALS

2.1. PURPOSE

The purpose of the terms of reference is to appoint a panel of suitable service providers that have a track record of producing high quality printed and electronic educational and informative materials, with a good track record in designing, editing, and printing various high quality marketing materials that are requested from time to time by the Mining Qualifications Authority.

2.2. RATIONALE FOR APPOINTING A BRANDING, PRINTING, DESIGN AND EDITING PANEL OF SERVICE PROVIDERS

- 2.2.1. The rationale for appointing a panel of service providers is to ensure that the correct and consistent use or application of the logo is a necessary requirement for all service providers on the panel appointed to conduct business on behalf of the Mining Qualifications Authority.
- 2.2.2. The MQA Wordmark which comprises the MQA logo, name, colour palette (pantone colours) as well as typography, represents the most powerful and visible symbol of the organisation's brand and should be applied consistently.
- 2.2.3. In order to safeguard the reputation and perception of the MQA, as well as to protect the organisation from a stakeholder and legal standpoint, the MQA wishes to appoint a panel of reputable, skilled and qualified service providers who will be tasked with providing various marketing materials by adhering to the guidelines to correctly and consistently apply the MQA brand.
- 2.2.4. The appointed panel of service providers will be required to 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:

3. SCOPE AND DEFINITION OF WORK FOR SPECIALISED GRAPHIC DESIGN SERVICES INCLUDING DESIGN AND LAYOUT OF PRINTED MATERIALS AND PRINTING SERVICES ON ALL BRANDED EDUCATIVE AND INFORMATIVE MATERIALS

The appointed panel of service providers will be required to design, layout, and print various marketing materials in accordance with the specifications outlined in the request for quotation(s), and within the below prescribed scope of work:

3.1. REQUEST FOR QUOTATION PROCESS

- 3.1.1. Submit a compliant quotation based on the specifications outlined in the internal requisition sent by the MQA's Supply Chain Management Unit within the stipulated deadline.
- 3.1.2. The quotation must indicate:
 - 3.2.1.1. The name of the requested marketing item or materials.
 - 3.2.1.2. The quantity that has been requested.
 - 3.2.1.3. The type of branding that has been requested.

3.3. HYBRID MANDATORY BRIEFING REGARDING THE SCOPE OF WORK

- 3.3.1. Based on the nature of the requested work, a hybrid mandatory briefing meeting will be held with the appointed panel of service providers to provide detailed information on the required deliverables.
- 3.3.2. The panel of service providers will be responsible for ensuring that they understand the type and nature of the work required.

3.4. SUBMISSION AND APPROVAL OF ARTWORK

- 3.4.1. The appointed panel of service providers will assign a project manager to oversee the requirements and scope of the work requested.
- 3.4.2. The appointed panel of service providers will assign a graphic designer to provide professionally designed and laid out artwork proofs for the requested marketing materials. The quantity of the proofs will be indicated as per the work requested.
- 3.4.3. The proposed artwork must be designed in line with the guidelines stipulated in the MQA's Corporate Identity Manual, including the correct application and placement of the MQA brand ensuring the correct size and the recommended branding area.
- 3.4.4. The MQA brand comprises:
 - 3.4.4.1. The MQA logo consisting of the Wordmark (that is, the designed depiction of the organisation's name, "MQA").
 - 3.4.4.2. The legislative full name of the organisation, that is, "Mining Qualifications Authority".
 - 3.4.4.3. The MQA colour palette / corporate colours comprising dark blue, orange, green, black, and grey applied as primary, secondary, or tertiary colours as required. The pantone colours (CMYK-RGB) are indicated in the Corporate Identity Manual.
 - 3.4.4.4. The corporate fonts / typography, which comprise:
 - 3.4.4.4.1. Arial (Regular, Italic, Bold, Bold Black, and Narrow) to use for the body text.
 - 3.4.4.4.2. Montserrat (Regular, Bold, SemiBold, and Medium), to use in designing, as well as for headings and sub-headings.
 - 3.4.4.4.3. The MQA tagline / slogan ("Mining Future Skills") in the official corporate colours, or in black and white colours where required. The full name and tagline are added on marketing materials but never as part of the official Wordmark.

3.5. DELIVERABLES

- 3.5.1. Submit a quotation based on the request received from the MQA SCM Unit adhering to the specifications stipulated on the request for quotation document, including the delivery date and address. Unless indicated otherwise, the default delivery address will be the MQA's Head Office situated at Block B, 7 Anerley Road, Parktown, Johannesburg.

Mining Future Skills

- 3.5.2. The Customer Service and Communication Unit approves the SCM compliant quotation.
- 3.5.3. Upon receipt of the MQA purchase order, the Customer Service and Communication Unit provides a brief to the successful panel of service providers.
- 3.5.4. The service providers submit professionally designed artwork concepts using the MQA's branding guidelines for consideration. The number of the required concepts will be indicated in the request.
- 3.5.5. Upon receipt of the approved artwork, the service providers will indicate the delivery date for the marketing materials.

3.6. APPROPRIATE QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

- 3.6.1. The Project Team members who submit qualifications obtained from institution outside South Africa must submit certificate of valuation from SAQA.
- 3.6.2. The MQA reserves the right to contact the provided reference clients via their provided contact details and should such reference clients not confirm the work and services as in the reference letter. The MQA shall consider such provided letter non-compliant.
- 3.6.3. The proposal must indicate the names of the persons or resources to be evaluated, failure to which will result in a score of zero (0) being awarded.
- 3.6.4. The CVs must also indicate where the experience was acquired and certified copies of qualifications must be attached.
- 3.6.5. The qualifications certifying date stamp must be valid for six (6) months prior to the closing date of this request for proposal.

3.7. DURATION OF THE CONTRACT

- 3.7.1. The successful bidders will be appointed to render the requisite services portfolio for a maximum period of three (3) years
- 3.7.2. Work will start on signing of the contracts for all service providers that will form part of the panel.

3.8. PROJECT MANAGEMENT

- 3.8.1. The appointed panel of 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.
- 3.8.2. This panel of service providers will be generally managed by the Customer Service and Communication Unit.

3.8.3. A quarterly management meeting may be held between the appointed panel of service providers, the project manager, and a representative from the Customer Service and Communication Unit, where deemed necessary.

3.9. RESOURCE ALLOCATION

3.9.1. **Allocate the following human resources per project:**

3.9.1.1. Project Manager

3.9.1.2. Graphic Designer

3.9.1.3. Editor and proof reader, where required or applicable.

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

3.9.2. List of Designed and Edited Marketing Material Including Printed Documents, Educative and Informative Materials

- Annual report
- A4 Books (Career Guidance Handbook, Disability Toolkit)
- Brochures (DL, A5, A6, Z-Card, etc.)
- Evaluation cards
- Exhibition visitor registration cards
- Flyers (printed)
- Notepads
- Newsletters
- Calendars
- Letterheads
- Complimentary slips
- Folders
- Business cards
- Banners
- Advertising templates (printed and digital formats)
- Company related documents including the Annual Performance Plan, Sector Skills Plan, Strategic Plan, MQA Funding Policy, etc.
- 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.
- Branded corporate clothing

4. INTERGRITY AND CONFLICT OF INTEREST

- 4.1. The service providers that are part of the panel, shall, always, exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is a reasonable expectation that the assignment will be completed with professional competence.
- 4.2. The successful service providers that are part of the panel, are required to conduct the assignments allocated to them, and compile the required reports and or information with the utmost integrity and honesty and collect sufficient, appropriate evidence to ensure that the ultimate solution will assist the MQA to achieve its organisational goals and objectives.

5. PROJECT PROPOSAL

- 5.1. The successful bidders will be required to submit the following:
 - 5.1.1. A short profile of the bidder.
 - 5.1.2. All the documents required as per the evaluation criteria.
 - 5.1.3. Details of the cost/fee breakdown for the services to be rendered.

6. PROJECT PLAN

- 6.1. The service providers that are part of the panel, must submit a comprehensive project outline with deliverables and milestones for consideration and approval by the MQA. The project should be implemented as per scope and definition of work of this TORs or specification.
- 6.2. The successful bidders must submit a project execution plan with deliverables and timelines which the prospective service providers deems suitable for the delivery of the proposed project.
- 6.3. The MQA will consider and approve of the project plan before commencement of the project.

7. PROJECT PRICING

- 7.1. The amount quoted must be denominated in South African Rand, and should include VAT.
- 7.2. The quoted price should be as per the scope of work.
- 7.3. The MQA may subject the award of the proposal to price negotiation with the preferred panel of service providers. This will, however, be exercised subject to the following principles.

- 7.4. Negotiation may not allow any of the preferred service providers a second or unfair opportunity.
- 7.5. Is not detriment of any other prospective service providers; and
- 7.6. Does not lead to higher price than the proposal as submitted.

8. EVALUATION CRITERIA

Proposals for the appointment of the panel of service providers will be evaluated in four (4) phases.

The first phase will be compliance; the second phase will be mandatory requirements; the third phase will be functionality including a site inspection for short-listed bidders; and the fourth phase will be pricing and specific goals in accordance with the Supply Chain Management Procurement policies (Preferential Point System).

8.1. PHASE ONE (1): COMPLIANCE

RETURNABLE DOCUMENTS TO BE SUBMITTED

- 8.1.1. Proof of registration on Central Supplier Database System (CSD)
- 8.1.2. Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;
- 8.1.3. B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);
- 8.1.4. SBD 4: Declaration of Interests Form fully completed and appropriately signed;
- 8.1.5. SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;

NB: Prospective service providers 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, prospective service providers will be contacted to address outstanding information within a reasonable timeline as determined by the MQA.

The request for such outstanding information will not be information that affects the substance of the proposal or that gives any of the prospective service providers unfair advantage to the other bidders.

8.2. PHASE TWO (2) MANDATORY REQUIREMENTS

A. ANNUAL REPORT SAMPLES

Submit three (3) compressed, electronic samples of an annual report, from three different clients, from any of the following financial years:

- a. 1 April 2024 - 31 March 2025
- b. 1 April 2023 - 31 March 2024
- c. 1 April 2022 - 31 March 2023
- d. 1 April 2021 - 31 March 2022
- e. 1 April 2020 - 31 March 2021

Therefore, submit a total of three (3) annual report samples, where each sample is from a different client and from a different financial year.

B. NEWSLETTER AND BROCHURE SAMPLES

Submit at least one sample of a newsletter and one sample of a brochure or leaflet, from different clients, from any of the following financial years:

- a. 1 April 2024 - 31 March 2025
- b. 1 April 2023 - 31 March 2024
- c. 1 April 2022 - 31 March 2023
- d. 1 April 2021 - 31 March 2022
- e. 1 April 2020 - 31 March 2021

Therefore, submit a total of one (1) newsletter sample and one (1) brochure or leaflet sample, where each sample is from a different client and from a different financial year.

8.3. PHASE THREE (3) FUNCTIONALITY

The proposal 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

KPA	ELEMENT	WEIGHT	SCORING MATRIX
KPA	FUNCTIONAL	100	
1. Reference Letters: Company documents Company experience in the editing, designing, layout, and printing of company documents, e.g., annual report, strategic plan, sector skills plan, etc (under Category 1).	<p>Provide a minimum of three (3) reference letters.</p> <p>For the reference letter to comply it must comply with the following:</p> <ul style="list-style-type: none"> Be on the client letter head, signed by relevant officials, dated, contactable (email/phone numbers), work done within 5 (five) years prior to closing date of this request for proposal. Detailing the experience in the editing, designing, layout, and printing activities of company documents, that were undertaken for the client. The reference letter must indicate that the work was executed successfully, or client is happy to recommend the service provider. The 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>	20	<p>0 = No compliant reference letter submitted.</p> <p>1 = One (1) compliant reference letter from different clients submitted for the experience in the editing, design, layout, and printing of company documents within the five-year period prior to the submission of a quotation to the MQA.</p> <p>2 = Two (2) compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of company documents within the five-year period prior to the submission of a quotation to the MQA.</p> <p>3 = Three (3) compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of company documents within the five-year period prior to the submission of a quotation to the MQA.</p> <p>4 = Four (4) compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of company documents within the five-year period prior to the submission of a quotation to the MQA.</p> <p>5 = Five (5) or more compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of company documents within the five-year period prior to the submission of a quotation to the MQA.</p>

<p>2. Reference Letters:</p> <p>Newsletters</p> <p>Company experience in the editing, design, layout, branding and printing of newsletters.</p>	<p>Provide a minimum of three (3) reference letters.</p> <p>For the reference letter to comply it must comply with the following:</p> <ul style="list-style-type: none"> • Be on the client letter head, signed by relevant officials, dated, contactable (email/phone numbers), work done within 5 (five) years prior to closing date of this request for proposal. • Detailing the experience in the editing, designing, layout, and printing activities of newsletters, that were undertaken for the client. • The reference letter must indicate that the work was executed successfully, or client is happy to recommend the service provider. The letters must be from different clients. 	<p>10</p>	<p>0 = No compliant reference letter submitted.</p> <p>1 = One (1) compliant reference letter from different clients submitted for the experience in the editing, design, layout, and printing of newsletters within the five-year period prior to the submission of a quotation to the MQA.</p> <p>2 = Two (2) compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of newsletters within the five-year period prior to the submission of a quotation to the MQA.</p> <p>3 = Three (3) compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of newsletters within the five-year period prior to the submission of a quotation to the MQA.</p> <p>4 = Four (4) compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of newsletters within the five-year period prior to the submission of a quotation to the MQA.</p> <p>5 = Five (5) or more compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of newsletters within the five-year period prior to the submission of a quotation to the MQA.</p>
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<p>3. Reference Letters:</p> <p>Brochures</p> <p>Company experience in editing, design, layout, branding and printing of brochures.</p>	<p>Provide a minimum of three (3) reference letters.</p> <p>For the reference letter to comply it must comply with the following:</p> <ul style="list-style-type: none"> • Be on the client letter head, signed by relevant officials, dated, contactable (email/phone numbers), work done within 5 (five) years prior to closing date of this request for proposal. • Detailing the experience in the editing, designing, layout, and printing activities of brochures, that were undertaken for the client. • The reference letter must indicate that the work was executed successfully, or client is happy to recommend the service provider. The letters must be from different clients. 	<p>10</p>	<p>0 = No compliant reference letter submitted.</p> <p>1 = One (1) compliant reference letter from different clients submitted for the experience in the editing, design, layout, and printing of brochures within the five-year period prior to the submission of a quotation to the MQA.</p> <p>2 = Two (2) compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of brochures within the five-year period prior to the submission of a quotation to the MQA.</p> <p>3 = Three (3) compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of brochures within the five-year period prior to the submission of a quotation to the MQA.</p> <p>4 = Four (4) compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of brochures within the five-year period prior to the submission of a quotation to the MQA.</p> <p>5 = Five (5) or more compliant reference letters from different clients submitted for the experience in the editing, design, layout, and printing of brochures within the five-year period prior to the submission of a quotation to the MQA.</p>
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<p>4. Capacity:</p> <p>Project Manager</p> <p>Demonstrate the capacity and expertise of the senior personnel that will be project managing the design, layout and printing of various printed, informative and educative materials as listed in the scope of work under 3.2.9</p>	<p>4.1 Experience</p> <p>Provide a CV of a suitable, qualified and capable human resource with minimum of 5 years' Project Management experience in the design, layout and printing of various printed materials.</p> <p>The CV must also indicate the company and the period where the experience was acquired.</p> <p>NB: The proposal must indicate the name of the individual to be evaluated as a project manager for the experience of project managing the design, layout and printing of various printed materials, failure to do so will result in a score of zero (0) being awarded.</p>	<p>10</p>	<p>0= No compliant CV submitted.</p> <p>1 = One (1) compliant CV submitted of a qualified project manager that will be assigned to the MQA's account, detailing one (1) to two years experience in project managing the design, layout, editing, and printing of various documents, as well as informative and educative materials..</p> <p>2 = One (1) compliant CV submitted of a qualified project manager that will be assigned to the MQA's account, detailing three (3) to four (4) years experience in project managing the design, layout, editing, and printing of various documents, as well as informative and educative materials.</p> <p>3 = One (1) compliant CV submitted of a qualified project manager that will be assigned to the MQA's account, detailing five (5) years experience in project managing the design, layout, editing, and printing of various documents, as well as informative and educative materials..</p> <p>4 = A compliant CV provided of a qualified project manager with six (6) to seven (7) years relevant experience in project managing the design, layout, editing, and printing of various documents, as well as informative and educative materials..</p> <p>5 = A compliant CV provided of a qualified project manager with eight (8) or more years relevant experience in</p>
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			project managing the design, layout, editing, and printing of various documents, as well as informative and educative materials..
	<p>4.2 Qualifications</p> <p>Provide certified copies of qualifications (certificate/National Diploma/Degree in project management or equivalent qualification) of the individual to be evaluated as the Project Manager.</p> <p>Qualifications can include the following: Practitioner Certification in Project Management/ Project Management Professional Certificate/ Bachelor of Commerce in Project Management.</p> <p>The qualification must at least be pitched at NQF level 7.</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 qualification submitted.</p> <p>1 = A relevant Certificate qualification in project management or equivalent, pitched at NQF level 5.</p> <p>2 = A relevant Diploma qualification in project management or equivalent, pitched at NQF level 6.</p> <p>3= A relevant Bachelor Degree qualification in project management or equivalent, pitched at NQF level 7.</p> <p>4 = A relevant Bachelor Honours Degree qualification in project management or equivalent, pitched at NQF level 8.</p> <p>5 = A Masters Degree qualification in project management or equivalent, pitched at NQF level 9 or higher.</p>
<p>5. Capacity:</p> <p>Graphic Designer</p> <p>Demonstrate expertise to graphic design</p> <p>various branded</p>	<p>5.1 Experience</p> <p>Provide a CV of a graphic designer that will be assigned to work on the MQA's account with five (5) years' experience in the graphic design and</p>	10	<p>0 = No compliant CV submitted.</p> <p>1 = A compliant CV provided of a qualified person with one (1) to two (2) years relevant experience in the design, layout, editing, and printing of various</p>

marketing materials as listed in the scope of work under 3.2.9.	<p>layout of various marketing material.</p> <p>The CV must also indicate the company and the period where the experience was acquired.</p> <p>NB: The proposal must indicate the name of the individual to be evaluated as a graphic designer with experience in designing various branded of marketing material, failure to do so will result in a score of zero (0) being awarded.</p>		<p>documents, as well as informative and educative materials..</p> <p>2 = A compliant CV provided of qualified personnel with three (3) to four (4) years relevant experience in the design, layout, editing, and printing of various documents, as well as informative and educative materials..</p> <p>3= A compliant CV provided of qualified personnel with five (5) years relevant experience in design, layout, editing, and printing of various documents, as well as informative and educative materials.</p> <p>4 = A compliant CV provided of qualified personnel with six (6) to seven (7) years relevant experience in the design, layout, editing, and printing of various documents, as well as informative and educative materials..</p> <p>5 = A compliant CV provided of a qualified person with eight (8) years or more relevant experience in the design, layout, editing, and printing of various documents, as well as informative and educative materials..</p>
	<p>5.2 Qualifications</p> <p>Provide certified copies of qualifications (Degree/National Diploma) in graphic design.</p> <p>Qualifications can include the following: Bachelor of Arts in Graphic Design/ Bachelor of Design in</p>	5	<p>0 = No compliant qualification submitted.</p> <p>1 = A relevant Certificate qualification in graphic design pitched at NQF level 5.</p> <p>2 = A relevant Diploma qualification in graphic design pitched at NQF level 6.</p>

	<p>Graphic Design/Diploma in Graphic Design/Diploma in Media Practices (Graphic Design).</p> <p>The qualification must at least be pitched at NQF level 7.</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>3= A relevant Bachelor Degree qualification in graphic design pitched at NQF level 7.</p> <p>4 = A relevant Honours Degree qualification in graphic design pitched at NQF level 8.</p> <p>5 = A Masters Degree qualification in graphic design pitched at NQF level 9 or higher.</p>
<p>6. Capacity:</p> <p>Editor</p> <p>Demonstrated and expertise to edit various branded marketing materials as listed in the scope of work under 3.2.9.</p>	<p>6.1 Experience</p> <p>Provide the CV of capable, suitable, and qualified Editor with a minimum of 5 years' editing experience.</p> <p>The 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 an editor, failure which will result in a score of zero (0) will be awarded.</p>	10	<p>0 = A compliant CV with 0 to 12 months experience.</p> <p>1 = A compliant CV provided of a qualified person with one (1) to two (2) years relevant experience in editing.</p> <p>2 = A compliant CV provided of qualified personnel with three (3) to four (4) years relevant experience in editing.</p> <p>3= A compliant CV provided of qualified personnel with five (5) years relevant experience in editing.</p> <p>4 = A compliant CV provided of qualified personnel with six (6) to seven (7) years relevant experience in editing.</p> <p>5 = A compliant CV provided of a qualified person with eight (8) years or more relevant experience in editing.</p>

	<p>6.2 Qualifications</p> <p>Provide certified copies of a Certificate/National Diploma/Degree/Honours in English, Journalism, linguistic or related field at NQF level 8.</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 qualification submitted.</p> <p>1 = A relevant Certificate qualification in editing pitched at NQF level 5.</p> <p>2 = A relevant Diploma qualification in editing pitched at NQF level 6.</p> <p>3 = A relevant Bachelor Degree qualification in editing pitched at NQF level 7.</p> <p>4 = A relevant Honours Degree qualification in editing pitched at NQF level 8.</p> <p>5 = A Masters Degree qualification in editing pitched at NQF level 9 or higher.</p>
<p>7. Project Plan</p> <p>Proposed project plan for an annual report outlining the organisational focus areas of producing an annual report.</p>	<p>Provide a sample of a project plan for an annual report, detailing the timeframes and the resources (human and tools) required to meet the Parliamentary Deadline of 31 August each year.</p> <p>The project plan must include the following:</p> <ol style="list-style-type: none"> 1. Project scope and objectives 2. Deliverables and timeline: <ul style="list-style-type: none"> • Tasks and actionable items • Project schedule 3. Action items and tasks: <ul style="list-style-type: none"> • Develop a list of actionable items 	5	<p>0 = No compliant annual report proposal submitted.</p> <p>1 = Compliant proposal submitted but without indicating specific approaches adopted with regards to the elements or focus areas listed to produce an annual report.</p> <p>2 = Compliant proposal submitted indicating specific approaches adopted with regards to the elements or focus areas listed to produce an annual report.</p> <p>3 = Compliant proposal submitted indicating specific approaches adopted with regards to the elements or focus areas listed to produce an annual report, as well as clear timeframes regarding the commencement of the planning and</p>

	<p>outlining the steps for each task</p> <p>4. Resources needed to complete the project:</p> <ul style="list-style-type: none"> Tools software Personnel needed to complete the project and their responsibilities Designing tools <p>5. Communication plan with the client</p>		<p>production of the final document, as well as the human resources involved.</p> <p>4 = Compliant proposal submitted indicating specific approaches adopted with regards to the elements or focus areas to produce an annual report, as well as clear timeframes regarding the commencement of the planning and production of the final document, as well as the human resources involved. Additionally, the proposal includes at least one (1) relevant risk of producing an annual report document and proposing a mitigating plan.</p> <p>5 = Compliant proposal submitted indicating specific approaches adopted with regards to the elements or focus areas to produce an annual report, as well as clear timeframes regarding the commencement of the planning and production of the final document, as well as the human resources involved. Additionally, the proposal includes at least two (2) or more relevant risks of producing an annual report document and proposing a mitigating plan</p>
Total		90	

Note: All bidders must obtain 55 out of 90 points on functionality to be evaluated further for a site inspection.

SITE INSPECTION

KPA	ELEMENT	WEIGHT	SCORING MATRIX
KPA	FUNCTIONAL	10	
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	10	<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

	<p>utilises to conduct their business.</p>		<p>company offering offset lithography, digital, screen and inkjet printing services.</p> <p>2 = 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 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,
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			<p>working in clearly demarcated office space;</p> <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, Acer, 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 5 points out of 10, to be considered for overall functionality calculation for this category.			
Total		10	
Grand total		100	

All service providers that tender proposals as part of the panel, who will score less than 55 out of 90 points in total for functionality and less than 5 out of 10 on site inspection will not be considered further and will be regarded as having submitted a non-responsive proposal.

9.4 PHASE FOUR (4): PRICING AND SPECIFIC GOALS

During the fourth phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
Specific goals	20

The shortlisted or appointed bidders will only be evaluated on price and specific goals as and when they are requested to submit proposals/quotations for services. They will be evaluated using 80/20 points principle, where 80 points will be allocated price and 20 points for specific goals.

Specific goals Points will be awarded to a bidder in accordance with the table below:

PREFERENCE GOAL	80/20	Documents for verification
GOAL 1 – B-BBEE Status		
Level of Contributor	15	
Maximum Points		
1	15	B-BBEE Certificate/Sworn Affidavit
2	14	B-BBEE Certificate/Sworn Affidavit
3	10	B-BBEE Certificate/Sworn Affidavit
4	8	B-BBEE Certificate/Sworn Affidavit
5	6	B-BBEE Certificate/Sworn Affidavit
6	5	B-BBEE Certificate/Sworn Affidavit
7	4	B-BBEE Certificate/Sworn Affidavit
8	2	B-BBEE Certificate/Sworn Affidavit
Non-compliant contributor	0	

GOAL 2 – Promotion of Black Woman/Youth/Disable/Rural Area	5	Documents for verification
Maximum Points		
Business owned by equal to or more than 50% black people who are woman	2	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people who are youth	1	B-BBEE Certificate/Sworn Affidavit

Business owned by equal to or more than 50% black people with disability	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people living in rural areas	1	B-BBEE Certificate/Sworn Affidavit

9.4.1. Service Providers that tender proposals to be part of the panel, must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), together with their bids, to substantiate their B-BBEE claims.

9.4.2. Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

9.4.3 Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

9.4.4 The MQA is an equal opportunity and affirmative action employer. It shows the same commitment to those who wish to provide services to the MQA via the procurement process.

9.4.5 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.

9.4.6 This does not preclude the formation of consortiums or the inclusion of proposals on how this project can be used to further the aims of transformation.

b. TERMS AND CONDITIONS OF THE BID

- a. Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.
- b. The MQA reserves the right to terminate the contract if there is clear evidence of non-performance and or poor quality of work.
- c. MQA may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).
- d. Payment will only be made for acceptable work completed and timeously delivered.
- e. The MQA may undertake due diligence to qualifying service provider to ascertain functionality.
- f. Mining Qualifications Authority reserves the right not to award the bid to service providers.
- g. Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

TECHNICAL ENQUIRIES

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