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# ER-RFQ/2023-2024/013/Review of Annual Report

The Competition Tribunal (hereinafter referred to as the Tribunal) a schedule 3A public entity reporting to the Department of Trade Industry and Competition is constituted in terms of the Competition Act, 1998 (Act No. 89 of 1998). Its role is to promote and maintain competition in the economy.

The purpose of this Request for Quotation (RFQ) is to invite proposals for the content review of the Tribunal’s Annual Report for the 2022/23 financial year.

This RFQ does not constitute an offer to do business with the Tribunal but merely serves as an invitation to service providers to facilitate a requirements-based decision process.

The quotation is for once-off services over a short-term period and no additional services may be required.

## Requirements

1. Potential service providers must indicate that they have the ability and capacity to meet the deadline for production and distribution of the Annual Report.
2. The successful service provider will be expected, to sign an undertaking to the effect that they will meet the deadline.
3. If the Tribunal is required to meet an earlier deadline, we would expect the service provider to be able to alter timeframes to ensure the revised deadlines can be met.
4. Service providers must complete the pricing schedule attached hereto as

**Annexure A.**

## Deliverables

### Content review

Review all sections of the Integrated Annual Report to:

* Ensure the accuracy, completeness, and consistency of information presented in the report.
* Review the report for compliance with relevant regulatory requirements and industry best practices.
* Identify any gaps, inconsistencies, or errors in the content and recommend appropriate revisions.
* Provide suggestions for improving the clarity and readability of the report, focusing on its ability to engage and connect with readers.

### Editorial Review

* Assess the overall narrative and storytelling.
* Evaluate the flow and structure of the report, ensuring a coherent and engaging storyline.
* Review the language, tone, and style of the report to ensure consistency and appropriateness for the target audience.
* Provide feedback on the report's visual elements, such as charts, graphs, and infographics, to ensure they effectively support the narrative.

### Integrated Annual Report

The service provider will be expected to deliver the following:

* An annotated version of the Integrated Annual Report with comments and suggestions for content improvements.
* A revised version of the report that incorporates the recommended changes, including improvements to the narrative and storytelling elements.
* Ongoing communication and collaboration with the organisation's team to address any questions or concerns during the review process.

### The timeline for the content and editorial review will be as follows:

* + Contract initiation and kick-off meeting: Within week of appointment
  + Initial review and feedback: 2 weeks – By the 15th of July 2023
  + Final report and revised Integrated Annual Report submission: 2 weeks – by the end of July 2023
  + Follow-up discussions and revisions: Throughout appointment i.e., 2 months

## Integrated Annual Report publication specifications

The specifications below are a guideline for service providers submitting proposals. It is however possible that the final number of pages may vary. If this is the case the successful service provider will be notified accordingly.

* Size - A4
* Pages – Estimated at 100 pages inner and four-page cover and back-page fold-out.
* Graphs & Illustrations - throughout where indicated.

## Skills, Knowledge & Qualifications

1. Service providers must provide documentary proof that their company has had a minimum of ten (10) years’ experience in content review of corporate and/or government publications, including Integrated Annual Reports.
2. Set out the work experience and technical qualifications associated with (a) above.
3. Provide names, qualifications and responsibilities of the team members assigned to the integrated annual report project.
4. Each member of the team referred to in (c) must have a minimum of ten (10) years demonstrable experience in publication content review, including Integrated Annual Reports.
5. Include detailed CV for each team member setting out their work experience and technical qualification.

## Prior Experience

1. A minimum of three (3) printed final products of annual reports reviewed by the service provider in the last four (4) years.
2. These reports must be accompanied by written references (including contact details) from the clients who commissioned these reports. The reference letter must confirm that the service provider’s service included review and editorial services and must include the number of reports produced and the total cost of the production.
3. The service provider may not submit more than one sample produced for the Competition Tribunal.

## Evaluation and Selection Criteria

The Tribunal has set minimum standards (Stages) that a service provider needs to meet to be evaluated and selected as a successful service provider. The minimum standards consist of the following:

### Pre-qualification Criteria

Potential service providers are required to complete and submit all documents as outlined in Table 1 below.

|  |  |  |
| --- | --- | --- |
| Document that must be submitted | Non-submission will result in disqualification? | |
| Tax Compliance | YES | Service providers must ensure compliance with their tax obligations, by providing **one** of these listed below:   * Unique personal identification number (PIN) issued by SARS. Application for tax compliance status (TCS) pin may be made via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za). * A printed Tax Clearance Certificate (TCS) * CSD Registration number |
| SBD 4 | YES | Declaration of Interest **–** Complete & sign the supplied document |
| SBD 6.1 | YES | Preference Points Claim Form – Complete and submit supplied document. |
| B-BBEE Certificate | YES | Failure on the part of a service provider to submit proof of B-BBEE status level will be interpreted to mean that preference points are not claimed. |
| SBD 8 | YES | Declaration of Service provider’s Past Supply Chain Management Practices – Complete & sign the supplied document |
| SBD 9 | YES | Certificate of Independent Bid Determination –Complete & sign the supplied document |
| Registration on Central Supplier Database (CSD) | YES | The service provider must be registered on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <https://secure.csd.gov.za/> to obtain your vendor number.  Submit proof of registration – Vendor Number or recent CSD report. |
| Documentary proof that the service provider has at least ten (10) years’ experience in content review of corporate and/or government publications, including Integrated Annual Reports | YES | Detailed in company profile or signed letter from the CEO confirming the company’s prior experience and technical qualifications |
| Support team to have a minimum of ten (10) years’ experience in content review of corporate and/or government publications, including Integrated Annual Reports | YES | Submit CVs of support team. Setting out work experience and technical qualification. |
| A minimum of three (3) and no more than five (5) printed final products of annual reports reviewed by the service provider in the last four (4) years. | YES | Required number of reports submitted with only one being a report produced for the Tribunal |
| Written references from clients who commissioned the annual reports referred to above. | YES | Reference letters must include the client’s contact details It must confirm that the service provider’s service included review and editorial services and must include the number of reports produced and the total cost of the production. |
| Annexure A | YES | Pricing Schedule - complete and sign supplied document |
| Annexure B | YES | Declaration – Complete and sign the attached document |
| Annexure C | NO | Desktop Evaluation Scorecard (for information) |

### Technical Evaluation

Refer to **Annexure B** for the Desktop Technical Evaluation Scorecard. Please complete section detailing where in your proposal we can find the information requested. Only service providers that achieve the minimum threshold of 75% will be evaluated for Price and Preference Points.

| **No** | **Description** | **Weighting** |
| --- | --- | --- |
| 1 | Ability to provide complete Annual Report reviewing and editorial services with a proven reputation and track record. | 20% |
| 2 | Creative excellence. Based on submission of three (3) to five (5) printed annual reports.  Demonstrate understanding of storytelling techniques and the ability to enhance narrative elements. | 40% |
| 3 | Technical ability in editorial and reviewing skills.  Attention to detail in the accurate representation of reviewed content  Ability to meet deadlines and deliver high-quality work within the specified timeframe. | 35% |
| 4 | Ability to edit and review regulatory document content.  Familiarity with relevant regulatory requirements and best practices for reporting. | 5% |
| **TOTAL** | | **100%** |

### The 80/20 Preference Point Systems

**Points Awarded for Price**

|  |  |
| --- | --- |
| Criteria | Points |
| Price Evaluation  *Ps = 80* | 80 |

The following formula will be used to calculate the points for price:

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

**Points Awarded for Specific Goals**

A maximum of 20 points is allocated for specific goals.

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals. For the purposes of this RFQ the service provider will be allocated points based on the goals stated and must be supported by proof/ documentation.Specific goals for the RFQ and points claimed are indicated in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Procurement from service providers who are Black Owned** | **Sub-Points for specific goals** | **Maximum points for specific goals** | **Relevant Evidence** |
| 91% - 100% | 8 | 8 | Copies of ID's 3 Months CIPC Report Recent CSD Report |
| 81% - 90% | 7 |
| 71% - 80% | 6 |
| 61% - 70% | 5 |
| 51% - 60% | 4 |
| 41% - 50% | 3 |
| 0% - 40% | 0 |
| **2. SMME's and B-BBEE Status Level of Contributor** | **Sub-Points for specific goals** | **Maximum points for specific goals** | **Relevant Evidence** |
| Level 1 - EME/QSE | 4 | 4 | B-BBEE Certificate B-BBEE Sworn Affidavit |
| Level 2 - EME/QSE | 3 |
| Level 3 EME/QSE | 2 |
| Level 4 - EME/QSE | 1 |
| Level 5 - 8 and non-compliant - EME/QSE | 0 |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Women Ownership** | **Sub-Points for specific goals** | **Maximum points for specific goals** | **Relevant Evidence** |
| 91% - 100% | 8 | 8 | Copies of ID's 3 Months CIPC Report Recent CSD Report |
| 81% - 90% | 7 |
| 71% - 80% | 6 |
| 61% - 70% | 5 |
| 51% - 60% | 4 |
| 41% - 50% | 3 |
| 0% - 40% | 0 |

**(80 + 20 = 100 points)**

The points scored for specific goals will be added to the points scored for price.

All the required documentation must be Emailed to [PaddyF@comptrib.co.za](mailto:PaddyF@comptrib.co.za). By no later than 11:00am on Wednesday the 28th of June 2023.