



## **REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF A LANGUAGE SERVICE PROVIDER TO RENDER EDITING AND PROOFREADING SERVICES TO THE NATIONAL SKILLS FUND (NSF) FOR A PERIOD OF 24 MONTHS**

### **OBJECTIVE**

1. The National Skills Fund (NSF) is requesting proposals from experienced language service providers with adequate editorial management capacity to render editing and proofreading services and develop an editorial style guide for the organisation.
2. The service provider will be required to offer editing and proofreading services to the NSF for a period of 24 months. The development of the editorial style guide will be a once-off deliverable.

### **SCOPE OF WORK**

3. Draft content for editing and/or proofreading will be supplied to the service provider as and when required over the period of 24 months. The total word count for the different types of content/publications to be edited/proofread is 481 300 words. The content is made up of annual reports, organisational plans (i.e. strategic plans, annual performance plans and annual operational plans), organisational policies and procedures as well as marketing and communication material (i.e. newsletters, advertorials and brochures).
4. The service provider is requested to develop an editorial style guide for use by the entire organisation.

### **DETAILED SPECIFICATION**

5. Ensuring that the editing adheres to the Editorial Style Guideline for government communications
6. Editing with tracked changes in Word and noting with comments where further clarifications are needed
7. Proofreading with comments or tracked changes on PDF
8. Correcting language, grammar and ensuring consistency of style and tone, as well as reviewing all numbers throughout including correcting graphs and tables
9. Developing an editorial style guide for use by the entire organisation
  - 9.1 Draft editorial guideline submitted
  - 9.2 Consultations during the development with key content contributors within the organisation



9.3 Conduct a once-off workshop for all staff on the style guideline

9.4 Final style guide in various formats submitted:

- Electronic low resolution style guide for email/intranet
- Print ready (high resolution) artwork supplied for reprinting by the NSF (**NB: No printing is required from the service provider**)
- PowerPoint style notes of all key issues developed.

## MINIMUM REQUIREMENTS

10. The language service provider must identify and provide the description of experience on assignments of similar nature and indicate that they have the required capacity to ensure reaching the desired objective. The following must be demonstrated:
- 10.1 Proven experience of the company in similar projects with contactable references.
- 10.1.1 A minimum of three references letters from previous or current clients not older than five (5) years.
  - 10.1.2 A company profile detailing the track record in the required services.
- 10.2 Human capacity in professional editing and proofreading services:
- 10.2.1 Comprehensive CVs of editor(s) and sub-editor(s) to be assigned to the work with a minimum of five years' relevant experience.
  - 10.2.2 Personnel must hold a relevant qualification such as BA in Linguistics or Journalism or Communication or an equivalent NQF level 7 qualification.
  - 10.2.3 Additional certification(s) in languages or editing or proofreading.
  - 10.2.4 CVs must include certified qualifications. The certification date of the certification must not be older than six (6) months.
- 10.3 The service provider should have demonstratable capacity for the development of the editorial style guide as specified and provide samples.
- 10.4 The methodology and approach to be employed in the development of the editorial style guide including administrative aspects of the style guide project must be furnished.

## PERFORMANCE MONITORING AND REPORTING

11. The successful service provider will report on work done to the NSF project manager (Director: Public Relations and Communication) and project team (Executive Office) of the NSF.



12. The service provider will meet periodically with the project manager to discuss issues of mutual concern, review performance and discuss any improvements for effective and efficient services rendered.
13. The project manager will closely monitor the performance of the services in terms of quality and turnaround time.

## **INFORMATION REQUIRED**

14. Evaluation will only be done on the basis of the requested information. The comprehensiveness of proposals can, therefore, be decisive in the awarding thereof.

## **EVALUATION PROCESS**

### **15. Phase 1: Compliance evaluation**

During this phase, bids will be evaluated on the completeness of bid documents, minimum additional documents presented, documents signed, documents authenticated through certification or verification, etc. Bids failing this stage will **not** advance to phase 2.

### **16. Phase 2: Technical/functional evaluation**

The criteria detailed below will be the basis for the technical/functional evaluation. This information will inform the NSF's final recommendation on the preferred proposal. A cut-off of 70 points is required to advance to the next phase of evaluation.

**An original valid and B-BBEE Status Level Verification certificate or Certified copies together with their tenders or price quotations to substantiate their B-BBEE rating claims as per paragraph 9.1 of the Implementation guide of Preferential Procurement Regulations March 2017.**

### **17. Phase 3: Price & B-BBEE**

Evaluation will be done in accordance with the 80/20 preferential procurement principle where 80 represents price and 20 represents B-BBEE. A bidder scoring the highest points on price and B-BBEE (in this category) will be recommended.



**TECHNICAL/FUNCTIONALITY EVALUATION CRITERIA (Phase 2 of the evaluation process)**

18. The following criteria will be considered in evaluating the technical/functional information:

No.	CRITERIA	MAX. POINTS
1	<p><b>Knowledge, competencies and skill:</b></p> <p>a. Demonstrable experience in providing the professional service: A company profile detailing the track record in the required services (<i>up to 15 points</i>) No company profile submitted or submitted profile does not cover editing and proofreading services (<i>0 points</i>) 1 to 3 years relevant company experience (<i>5 points</i>) 3 to 5 years relevant company experience (<i>10 points</i>) More than 5 relevant years company experience (<i>15 points</i>)</p> <p>b. Qualification(s) of team leader and team members (<i>up to 15 points</i>)</p> <p><b>Team leader minimum qualification</b> Minimum relevant qualification(s) of lead editor i.e. degree in Linguistics or Journalism or Communication or an equivalent NQF level 7 qualification i.e. Media Studies (<i>5 points</i>)</p> <p><b>Team members minimum qualifications</b> Minimum relevant qualification(s) of editor(s) and subeditors (team members) i.e. degree in Linguistics or Journalism or Communication or an equivalent NQF level 7 qualification</p> <ul style="list-style-type: none"><li>• 100% of team members have relevant qualification(s) (<i>5 points</i>)</li><li>• 75% of team members have relevant qualification(s) (<i>4 points</i>)</li><li>• 50% of team members have relevant qualification(s) (<i>3 points</i>)</li><li>• 25% of team members have relevant qualification(s) (<i>2 points</i>)</li></ul> <p><b>Other certification</b> At least one member has other applicable certification(s) i.e. languages or editing or proofreading (<i>5 points</i>)</p>	40



No.	CRITERIA	MAX. POINTS
	<p>c. Experience of team lead and team members (<i>up to 10 points</i>)</p> <p><b>Team leader</b> Lead editor with minimum of 5 years editing/subediting experience (<i>5 points</i>)</p> <p><b>Team members</b></p> <ul style="list-style-type: none"><li>• 100% of team members have a minimum of 5 years editing/subediting experience (<i>5 points</i>)</li><li>• 75% of team members have a minimum of 4 years editing/subediting experience (<i>4 points</i>)</li><li>• 50% of team members have a minimum of 3 years editing/subediting experience (<i>3 points</i>)</li><li>• 25% of team members have a minimum of 2 years editing/subediting experience (<i>2 points</i>)</li><li>• Team has less than 2 years editing/subediting experience (<i>0 point</i>)</li></ul> <p><b>NB:</b> comprehensive CVs must be submitted with certified proof of qualifications not older than six (6) months</p>	
2	<p><b>References</b></p> <p>a. Reference letters submitted to validate previous track record of professional editing and proofreading services and/or editorial style guide developed incl. facilitation of an editorial workshop (<i>up to 15 points</i>). Minimum 3 reference letters submitted (<i>15 points</i>) 2 reference letters submitted (<i>10 points</i>) 1 reference letter submitted (<i>5 points</i>) No reference letter submitted, or reference does not cover the scope of this request of quotation (<i>0 points</i>)</p> <p><b>NB:</b> reference letters must not be older than five (5) years</p>	15
3	<p><b>Methodology</b> The methodology and approach to be employed in the development of the editorial style guide including administrative aspects of the style guide project</p> <p>a. An understanding of the editorial style guide assignment expressed in methodology and approach (<i>10 points</i>)</p> <p>b. Evidence of full comprehension of processes and articulation of the tasks to develop the editorial style guide and facilitate the staff workshops (<i>5 points</i>)</p> <p>c. Project plan of the editorial style guide from inception phase to workshop rollout and project close (<i>10 points</i>)</p>	25



No.	CRITERIA	MAX. POINTS
4	<b>Portfolio of evidence</b> a. Sample of editorial style guides developed by the service provider No editorial style guide submitted ( <i>nil points</i> ) 1 editorial style guide submitted ( <i>10 points</i> ) 2 editorial style guides submitted ( <i>20 points</i> )	20
<b>TOTAL POINTS</b>		<b>100</b>

**19. Bids not achieving at least 70 points on functionality/technical evaluation will be disqualified for further evaluation.**

### **COSTING/PRICING**

20. Prices must be fixed for the duration of the 24-month contract period for all prescribed items under 2. Scope of Work.

21. The cost for the development of an editorial style guide must also be included.

22. Details of the cost/fee breakdown for all services to be rendered in the development of the editorial style guide must be included.

23. The price quoted must be fixed including all related costs (travel, accommodation, equipment, communication/data to 178 Francis Baard Street in Pretoria). This must include provision of in-person consultations that may be required in the duration of the 24-month contract:

23.1 Once-off in-person briefing meeting with the service provider (post-appointment)

23.2 Three in-person consultations regarding the style guide

23.3 One full-day in-person workshop on the editorial style guide

24. Prices must include provision of online consultations with the NSF project manager as and when required throughout the 24-month contract period.

25. The costing proposal should also indicate the rate per word to proofread designed documents and making proofing marks or tracked changes in PDF files. The proofreading rate must be presented separately from the fixed cost to edit the specified items. Where not clearly differentiated, the NSF reserves the right to make such conclusion for the bidder.

**NB: NSF quotations will be valid for a period of sixty (60) days from the closing date of the quotation. Potential bidders must submit quotation on the company**





**letter head as per the table in the attached specification document annexure “A” and it must indicate the following:**

- ❖ Quotation date
- ❖ Quotation expiry date **(NSF quotation will be valid for a period of 60 days from the closing date)**
- ❖ NSF request for quotation number and its closing date)
- ❖ Quotation must be hand signed with the name of the person signed it
- ❖ Name of the enquiry person and the contact details

**NSF shall not incur any additional costs for overtime or weekend work that may be required due to unforeseen delays during the editing/proofreading of NSF content.**

#### **COMPULSORY BRIEFING SESSION**

26. A compulsory briefing session for all prospective bidders will be held virtually on Ms Team.

27. The details of the non-compulsory briefing session are as follows:

Date: **10<sup>th</sup> November 2022**

Time: **10:00 am**

Venue: **MS Teams**

28. No reimbursement of expenses incurred by prospective bidders to attend the session will be possible.

29. Failure to attend the non-compulsory briefing session will not result in disqualification of the proposal.

#### **COMPLETION OF ALL DOCUMENTATION**

30. All the standard RFQ documentation attached must be completed and submitted with proposals, together with the costing and tax clearance certificate in the latest format with a verifiable PIN code.

#### **CONDITIONS OF QUOTATIONS**

31. The Preferential Procurement Policy Framework Act No. 05 of 2000 will apply to this RFQ as follows:

- a) The NSF reserves the right to award or not to award this contract;



- b) The NSF reserves the right not to accept the lowest cost proposal;
- c) The NSF will enter into a formal contract with the successful service provider;
- d) The NSF reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- e) The NSF has the right to visit the business premises of the service provider to verify the information provided in the tender documents but will inform the service provider in advance of such a verification visit;
- f) It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender;
- g) Quotes received after closing time and date are late and will NOT be considered;
- h) Any change of information provided in the tender document that may affect delivery of services should be brought to the NSF's attention as soon as possible. Failure to comply may result in the contract being terminated; and
- i) All copyrights and intellectual property rights in respect of products developed by the service provider during the project will vest in the National Skills Fund who has the right to allow any other individual, company, agency or organisation to use or modify the product for any purpose.

### **ADDITIONAL PRESCRIPTS**

32. In terms of section 76(4)(c) of the Public Finance Management Act, 1999 (Act No 1 of 1999) (PFMA), the National Treasury may make regulations or issue instructions applicable to all institutions to which the PFMA applies concerning the determination of a framework for an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective. The National Treasury subsequently issued National Treasury Instruction Note 3 of 2021/2022 in terms of section 76(4)(c) of the PFMA.

33. In terms of paragraph 5.1 of National Treasury Instruction Note 3 of 2021/22, only the Director-General of Higher Education and Training, as accounting authority of the NSF, may

- a) expand a contract by increasing the scope of work ; or
- b) vary a contract by changing the scope of work.





34. Paragraph 5.4 states that the accounting authority (AA) must in a format determined by National Treasury, submit a monthly report, including the reasons for the expansion or variation, to the relevant treasury and the AGSA, if a contract for
- 34.1. construction related goods, works and services or both is expanded or varied by more than 20% or R20 million (including all applicable taxes), whichever is the lesser; and
  - 34.2. for all other goods and services or both is expanded or varied by more than 15% or R15 million (including applicable taxes), whichever is lesser.
35. In terms of paragraph 5.5 of the above-mentioned National Treasury Instruction Note, the AA must record expansions or variations referred to in paragraph 5.4 in the annual report of the institution in a format determined by the National Treasury.
36. Once appointed, service providers shall adhere to the above-mentioned prescripts as follows:
- a) Service providers shall not provide any goods and services that exceed the order amount;
  - b) Service providers shall refrain from providing any additional goods and services that exceed the order amount, unless prior written approval for the variation has been granted by the Director-General of Higher Education and Training, as the accounting authority of the NSF, or his / her delegated official.
37. NSF shall not be liable to reimburse the appointed service provider for any goods or services that exceed the order amount, incl. approved variations thereon.
38. NSF shall not be liable to reimburse the appointed service provider for any goods or services where such goods and services have been rendered prior to obtaining the order (incl. variation orders) therefore.

#### **INFORMATION SESSION, SUBMISSION DATE AND ADDRESS**

39. Compulsory information session will be held as follows

Date: 10<sup>th</sup> November 2022

Address: MS Teams link to be shared by SCM to interested providers

Time: 10:00



40. The deadline to submit the quotes and relevant documentation is as follows:

Closing date: 18 November 2022

Time: 11:00

41. Bids must be submitted as follows:

- a) Three (3) hard copies of the bid (one original and two copies)
- b) One (1) flash disc/USB with the electronic files of the whole bid

42. The bid must be submitted to Ms Molatelo Matlala during office hours (08:00 to 16:00) from Monday to Friday.

43. **Note: The NSF address is Ndinaye House at No. 178 Francis Baard Street and not No. 123.**

## ENQUIRIES

44. All enquiries regarding these Terms of Reference should be addressed to:

**Technical enquiries:** Ms Khanyisa Ngewu

E-mail address: [Ngewu.K@dhet.gov.za](mailto:Ngewu.K@dhet.gov.za)

**SCM enquiries:** Ms Molatelo Matlala

Telephone number: (012) 943 3217

E-mail address: [Matlala.L@dhet.gov.za](mailto:Matlala.L@dhet.gov.za)