



**APPOINTMENT OF A SERVICE PROVIDER FOR CONTENT DEVELOPMENT, DESIGN, LAYOUT,
PRODUCTION AND PRINTING OF THE ANNUAL REPORT FOR A PERIOD OF THREE (3) FINANCIAL
YEARS (2022/23 TO 2024/25)**

WRSCM-2022/2023-0005

1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established as a legal entity on 20 March 2000 in terms of the Skills Development Act no. 97 of 1998. The W&RSETA's mandate is to facilitate and promote skills development within the Wholesale and Retail (W&R) sector, in line with the National Skills Development Plan (NSDP).

2. PURPOSE OF THE BID

This bid aims to ensure that the W&RSETA (a schedule 3A public entity, which has a legislative responsibility to account annually on its operations and related expenditure to Parliament), presents a high-quality Annual Report to Parliament in compliance with relevant statutory and regulatory requirements

3. OBJECTIVE OF BID

The objective of this bid is to appoint a suitably qualified and reputable service provider that is highly skilled in strategic content development, compilation, publication and printing of Annual Reports for public entities. The service provider should be knowledgeable of the SETA environment and will be required to provide an end-to-end development, content, production, printing and publishing of the W&RSETA annual reports for the three financial years. Essential for the delivery of the service, is for the service provider to have the capability, capacity, and expertise in line with the scope of services.

4. SCOPE OF SERVICES

The scope of the services is as follows:

4.1 CONTENT AND EDITORIAL

- 4.1.1 Development of the W&RSETA Annual Reports for a three-year period in line with the National Treasury's Annual Report Guide for Schedule 3A and 3C Public Entities, and within the agreed timelines that would ensure compliance to the National Treasury's annual schedule for submission of Annual Reports.

Key activities for the development of the Annual Reports include but are not limited to the following:

- a) Development and submission to the W&RSETA of a comprehensive project plan detailing the schedule of activities, inclusive of critical dates related to conceptualisation, content development, editorial services, production and printing services and management of the Annual Report in line with the regulatory framework and the scope of services.
- b) Determining the strategic positioning of the W&RSETA Annual Reports over the contracted three-year period.
- c) Conceptualisation of annual themes for the reports, that are in line with key national strategies as well as W&RSETA annual priorities as outlined in the SP and APP applicable for three (3) financial years.
- d) Compilation of the Annual Report by developing content for various sections; drafting and consolidating content from submitted information; editing and proofreading content – including charts, graphs, infographics, photography, and financial information to ensure coherence, accuracy and currency of all information in the Annual Reports.

In compiling the Annual Report, the appointed service provider shall:

- Facilitate the compilation of the Board Chairperson's Foreword and the Chief Executive Officer's overview of the performance period. Such information may be gathered through submitted content as well as interviews of the W&RSETA Board Chairperson and the Chief Executive Officer.
 - Extract and corroborate information from relevant documents and existing reports to create coherent content for the Annual Report.
 - Liaise with W&RSETA management or team members where applicable or required for sourcing and confirmation of information.
- 4.1.2 Produce abridged versions of the Annual Reports that provide a high-level summary of key sections of each Annual Report.
- 4.1.3 Produce presentations of the Annual Reports in an editable electronic format.

4.2 PRODUCTION

Professional design and layout for the full and abridged versions of the Annual Reports.

Produce a maximum of 10 complete sets of proofs (presentation on full colour) including artwork.

4.3 PRINTING

4.3.1. Full Annual Report

- Size: 29.5cm (width) x 21cm (height)
- Estimated number of pages: 120 (including covers)
- Cover: 300 gsm Mongani, Dye-cut
- Layout: Portrait
- Text: 135 gsm Mongani
- Paper: Conqueror letterhead
- Finish: Matt with embossed, UV glossed logos and tag line
- Colour: Full colour throughout
- Binding: Perfect
- Quantity: 400 per financial year
- Service provider must apply for SP and ISBN numbers from the Government Printers.

4.3.2. Abridged Version of the Annual Report

- Size: 21cm (width) 21cm (height)
- Estimated number of pages: 60 (including covers)
- Cover: 300 gsm Mongani
- Layout: Landscape
- Text: 135 gsm Mongani
- Paper: Conqueror letterhead
- Finish: Matt with embossed, UV glossed logos and tag line
- Colour: Full colour throughout
- Binding: Perfect
- Quantity: 200 per financial year

4.4. PHOTOGRAPHIC SERVICES

Five (5) hour photoshoot sessions for individual pictures of the CEO and his Executive Management Team; the Chairperson of the W&RSETA Board, as well as group and individual photographs of the W&RSETA Board members.

4.5. ELECTRONIC COPIES (Full and Abridged)

High resolution, PDF format, including Flip doc and/or the latest application to be transferred on:

Three (3) USB 2.0 flash drives, and

Ten (10) W&RSETA fully branded CDs in line with the cover page of the Annual Report per financial year.

4.6. DELIVERY

Copies of the printed Annual Reports (Full and Abridged), to be delivered to the W&RSETA Head Office.

5. INTELLECTUAL PROPERTY

Information contained in the Annual Report remains confidential until submitted to Parliament. The information must not be shared with other parties until the W&RSETA publishes the Annual Report.

The material supplied to compile the report and the annual report itself is the intellectual property of the W&RSETA. Thus, the Intellectual property linked to all such material belongs to the W&RSETA in its entirety.

6. EXPECTED OUTCOMES AND DELIVERABLES

To produce a high quality standard Annual Report for the W&RSETA displaying a high level of professionalism, that would promote the W&RSETA image and brand. All requirements as listed under the scope of service requirements must be met.

The service provider will be expected to:

- Provide an editable text file of the entire Annual Report (full and abridged), preferably in Ms Word, stored on three (3) USB 2.0 flash drives.
- Four hundred (400) copies of the full Annual Report, two hundred (200) copies of an abridged version and electronic copies as detailed in the scope of services.

7. DURATION OF SERVICES

The duration of services is over a period of three financial years, (2022/23 to 2024/25), from the signing of the SLA date. The contract will cover the duration of three (3) financial years and renewable annually. The renewal of the contract annually will be based on service provider performance outcome.

8. QUALITY ASSURANCE/ REVIEW OF THE WORK

The quality of the services provided shall be monitored through progress reports to the duly appointed W&RSETA official(s) at agreed timeframes. All work to be undertaken must be approved by the duly appointed official.

The service provider shall ensure that all work conforms to the highest professional standards. Such work may further be subjected to external quality assurance where necessary. Quality management is required in terms of compliance with the W&RSETA's Corporate Identity Manual; high-definition photography; paper; binding; folding; size accuracy and consistency; packaging; quantity; content accuracy and overall appearance

9. MONITORING PROGRESS OF SERVICE

The successful service provider shall work closely with the respective business unit to ensure the expected outcomes and deliverables are delivered within agreed timelines.

The W&RSETA shall monitor and evaluate the progress of the delivery of services against the deliverables on an ongoing basis and a signed Service Level Agreement.

10. INDEPENDENCE AND OBJECTIVITY OF STAFF

The material supplied to compile the annual report and the annual report itself is the intellectual property of the W&RSETA. Thus, the intellectual property linked to all such material belongs to the W&RSETA in its entirety

In carrying out the services, the service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

Note:

Information contained in the Annual Report remains confidential until submitted to Parliament.

The Information is therefore confidential and must not be shared with other parties until the W&RSETA publishes the Annual Report.

11. PRICING

The scope of services required should be referred to for the purpose of compiling the budget for this proposal. A detailed budget breakdown aligned to paragraph 4 of the scope of services should be presented inclusive of any applicable VAT. Only fixed prices will be accepted.



11. TECHNICAL EVALUATION

Technical Evaluation: Evaluation Criteria		Weighting
1. Capacity to deliver		40 points
2. Experience and Expertise		20 points
3. Methodology and Approach		20 points
4. Implementation Plan		20 points
Total		100 points

Minimum Requirements Evaluation Criteria		Weighting
Technical Threshold 70%		
Submission Requirements:		
Minimum Submission Requirements Bidder must complete the prescribed Standard Bidding Documentation Bidder must be registered on Central Supplier Database (CSD) and must submit proof of registration Bidder must submit one (1) hardcopy of the Compliant i.e., SBD1,3.1, 4.6.1. and GCC) Technical and Price Proposal		0 point

Note:
 Failure to complete and adhere to the minimum submission requirements will render your bid as non-responsive.
 The technical threshold for this bid is 70%. Bidders that fail to meet the 70% technical threshold, will not be considered for Price and Preference Evaluation.

Evaluation Criteria		Weighting
Capacity to deliver		20 points
Value	Weighting	
0	0 points	
1	10 points	
2	14 points	
3	20 points	

Submission Requirements:
 Bidder must submit evidence of detailed CVs of members who will be assigned to the projects including a

- Content writer,
- Editor,
- Project manager and
- Graphic Designer with at least five (5) years' experience working within a public entity or SETA.

0= (0) No evidence submitted

1= (10) Bidder provided evidence of detailed CVs of the Project Team outlining overall three (3) years' experience for the entire team.

2= (14) Bidder provided evidence of detailed CVs of the Project Team outlining overall four (4) years' experience for the entire team

3= (20) Bidder provided evidence of detailed CVs of the Project Team outlining overall five (5) years' experience for the entire team		20 points	
Bidder must submit proof of five (5) reference letters or more of successfully completed projects in the compiling of Annual Reports. The reference letters must not be more than three (3) years old. 0= (0) No evidence submitted 1= (10) Bidder provided proof of three (3) reference letters of successfully completed projects e.g., the public entity, private entity, or SETA. The reference letters must not be more than three (3) years old. 2= (14) Bidder provided proof of four (4) reference letters of successfully completed projects e.g., the public entity, private entity, or SETA. The reference letters must not be more than three (3) years old. 3= (20) Bidder provided proof of five (5) reference letters of successfully completed projects e.g., the public entity, private entity, or SETA. The reference letters must not be more than three (3) years old.		20 points	
Bidder must provide detailed portfolio of evidence in line with the scope requirements with proof of in-house resources to deliver the scope 0= No evidence submitted 1= (10) Bidder provided detailed portfolio of evidence (three samples of previously completed Annual Report) of similar work successfully implemented for the past three years with proof of in-house resources to deliver the scope 2= (14) Bidder provided detailed portfolio of evidence (four samples of previously completed Annual Report) of similar work successfully implemented for the past four years with proof of in-house resources to deliver the scope 3= (20) Bidder provided detailed portfolio of evidence (five samples of previously completed Annual Report) of similar work successfully implemented for the past five years with proof of in-house resources to deliver the scope		20 points	
Bidder must provide a comprehensive methodology and approach, demonstrating a good understanding of the requirements of the scope of services • Content an Editorial • Production • Printing • Photographic services • Electronic Copies		20 points	

	• Delivery 0= (0) No evidence submitted 1= (10) Bidder provided a detailed Methodology and Approach in line with two to three of the required scope of services 2= (14) Bidder provided a detailed Methodology and Approach in line with four to five of the required scope of services 3= (20) Bidder provided a detailed and comprehensive Methodology and Approach in line with all of the listed scope of services required	20 points										
Implementation Plan <table><tr><th>Value</th><th>Weighting</th></tr><tr><td>0</td><td>0 points</td></tr><tr><td>1</td><td>10 points</td></tr><tr><td>2</td><td>14 points</td></tr><tr><td>3</td><td>20 points</td></tr></table>	Value	Weighting	0	0 points	1	10 points	2	14 points	3	20 points	Bidder must provide a detailed and comprehensive project implementation plan in line with regulatory and proposed timeframes. • WBS • Tasks/activities • Duration of tasks • Start and end date of activity • Task dependencies • Resource • Risk and mitigating actions plan • Milestones 0= (0) No evidence submitted 1= (10) Bidder provided a detailed Project Implementation Plan in line with two to four of the items per the regulatory and proposed timeframes 2= (14) Bidder provided a detailed Project Implementation Plan in line with five to seven of the items per the regulatory and proposed timeframes 3= (20) Bidder provided a detailed and comprehensive Project Implementation Plan in line with the regulatory and proposed timeframes	
Value	Weighting											
0	0 points											
1	10 points											
2	14 points											
3	20 points											

12. APPROVALS

Compiled By:	
Name	Ms. Lebo Mphake
Position	Project Manager
Signature	
Date	27/09/2022
Reviewed By:	
Name	Ms. Bridgette Zwane
Position	BSC Chairperson
Signature	
Date	27/09/2022
Recommendation:	
Recommended:	☒ Not Recommended:
Manager's Full Name	Ms. Lindiwe Nhlapo
Position	Chief Financial Officer
Notes	
CFO's Signature	
Date	03/10/2022
Approval:	
Approved:	☒ Not Approved:
Manager's Full Name	Mr. Tom Mkhwanazi
Position (Executive)	Chief Executive Officer
Notes	
CEO's Signature	
Date	07/10/22