

ANNEXURE D

APPOINTMENT OF A SUPPLIER TO DESIGN AND PRINT THE CEF INTEGRATED ANNUAL REPORT & FINANCIAL STATEMENTS FOR ONE FINANCIAL YEAR 2021/22.

1. Evaluation Criteria

1.1 PHASE 1

Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to CEF (SOC) Ltd RFP document.

1.2 PHASE 2 Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

1.2.1 Company Experience

The bidder should provide a company profile demonstrating at least ten years' experience in design, layout and printing of Integrated Annual Reports and laying out Financials.

10 years' relevant experience or more	5	Company profile	10%
8 to 9 years' relevant experience	4		
6 to 7 years' relevant experience	3		
4 to 5 years' relevant experience	2		
3 years' relevant experience	1		
Less than 3 years' relevant experience	0		

1.2.2 Company References

The bidder should provide the following:

- three (3) relevant contactable references of similar work done in the past 3 years
- provide 3 portfolio of evidence in the form of hard copies of actual Integrated Annual Reports for their past/current clients.

Ps: The reference letters must be on the company letterhead, signed by the client & also include the contact person. It should also clearly state the services that the client was contracted to do and the timeline thereof. Letters with non-relevant service as well as without the pre-requisite signature, letterhead & older than 3 years will be scored 0.

NB: No appointment letters will be accepted as reference letters.

Five or more ref letters showing relevant services as per scope.	5	Reference Letters not older than 3 years	10%
Four ref letters showing relevant services as per scope	4		
Three ref letters showing relevant services as per scope	3		
Two ref letters showing relevant services as per scope	2		
One ref letter showing relevant services as per scope	1		
No letter provided/Letters provided were non-relevant to scope	0		

1.2.3 Design & Layout Team Experience

The bidder must submit, as part of its proposal, the following:

- The structure and composition of the proposed project team, clearly outlining the roles of each team member in relation to this project.
- short profiles of all key team members highlighting qualifications and areas of expertise/experience

NB: The bidder's design team must have relevant qualifications, skills and experience as per the scope of services for this project. The proposed team must demonstrate a combined track record or experience in designing integrated reports of no less than 10 years. In the event that that bidder provides only the structure the bidder will be scored with a 1. If only CVs/profiles are provided the bidder will automatically fall to the rating below the one they are qualified for in terms of their experience.

Provision of team structure with roles & profiles with relevant design & layout qualifications & combined relevant experience of 10 years & above	5	Structure of the project team & their short summaries of qualifications & experience	30%
Provision of team structure with roles & profiles with relevant design & layout qualifications & combined relevant experience of between 7 - 9 years	4		
Provision of team structure with roles & profiles with relevant design & layout qualifications & combined relevant experience of between 4 - 6 years	3		
Provision of team structure with roles & profiles with relevant design qualifications & combined relevant experience of between 1 - 3 years	2		
No provision of team structure, profiles	0		

1.2.4 Proof of previous work

The bidder to provide proof of previous work done in the form of hard copies of at least three (3) IAR's designed in the past 3 years.

Bidder submitted 3 or more copies	5	Three hard copies of previous integrated reports	10%
Bidder submitted 2 copies	3		
Bidder submitted 1 copy	1		
No copy submitted	0		

1.2.5 Project Plan

The bidder must demonstrate thorough understanding of the objectives and deliverables of this project through a high-level project plan. The plan should clearly state how the bidder plans to coordinate the project from design to printing with clear indications of the following:

- key deliverables and timeframes.
- Budget allocation for each key deliverable

Provision of detailed project plan with both pre-requisites	5	Project Plan	40%
Provision of detailed project plan with one pre-requisite	3		
Provision of sparse project plan not clearly indicating pre-requisites or non-descript pre-requisites	1		
No provision of project plan	0		