



## REQUEST FOR QUOTATION

The South African Qualifications Authority (SAQA) invites all interested parties to submit proposals for the requirements stipulated below:

|                            |                                                                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| REQUEST FOR PROPOSAL       | SAQA ANNUAL INTEGRATED REPORT 2021/22                                                                                                                            |
| RFP ISSUE DATE             | 11 May 2022                                                                                                                                                      |
| RFP CLOSING DATE AND TIME: | 18 May 2022 @11h00                                                                                                                                               |
| RFQ VALIDITY PERIOD        | 90 Days (from RFQ closing date)                                                                                                                                  |
| DESCRIPTION                | Design and layout of the SAQA Annual Integrated Report 2021/22                                                                                                   |
| PERIOD                     | Three (3) months                                                                                                                                                 |
| BRIEFING SESSION           | No Briefing Session                                                                                                                                              |
| RESPONSES/<br>SUBMISSION   | All responses/submissions should be submitted via email to:<br>Email Address: <a href="mailto:rfq@saqa.co.za">rfq@saqa.co.za</a>                                 |
| ENQUIRIES                  | Please direct all enquiries using the following email address:<br>Ms Nosipho Damane<br>Email Address: <a href="mailto:ndamane@saqa.co.za">ndamane@saqa.co.za</a> |

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## **TERMS OF REFERENCE**

### **1. PURPOSE**

The objective of this Request for Proposal (RFQ) is to appoint a suitably qualified service provider with the relevant competence, expertise, and experience to produce the South African Qualifications Authority (SAQA) Annual Integrated Report 2021/22. The contract includes the design and layout of the SAQA Annual Integrated Report 2021/22. The deadline for the submission of proposals is 16 May 2022.

The objective of the SAQA Annual Integrated Report 2021/22 is to communicate timely, reliable, and relevant information about SAQA. The report must be clear and readily understandable from a content and design perspective. It must also appeal to all SAQA stakeholders including policymakers, policy implementers and policy beneficiaries. The SAQA Annual Integrated Report is, among others, tabled and discussed in Parliament and so must reflect the SAQA brand offering of quality and excellence in serving lifelong learners.

### **2. PROJECT SCOPE**

The production of the annual integrated report will take three (3) months to complete. The publication will be web-based and involve design and layout and delivery to SAQA. The annual integrated report must be professional, easy to read and have a logical flow of information. The annual integrated report will include annual highlights, infographics, graphs, tables, photographs, and success stories. The service provider must provide a production timeline with milestones, which will be used to track the project to meet the project deadline.

### **3. KEY REQUIREMENTS**

#### **3.1. Content Development**

SAQA will provide content to the winning bidder. The SAQA Annual Integrated Report is usually between one hundred and eighty-eight (188) and two hundred and twenty-four (224) pages. The publication is made up of text, infographics, illustrations, pictures supplied by SAQA, as well as performance and financial information.

**The structure of the 2021/22 Annual Integrated Report is as follows:**

**PART A: GENERAL INFORMATION**

1. SAQA'S GENERAL INFORMATION
2. LIST OF ABBREVIATIONS / ACRONYMS
3. FOREWORD BY THE CHAIRPERSON OF THE SAQA BOARD
4. CHIEF EXECUTIVE OFFICER'S OVERVIEW
5. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF THE ACCURACY OF THE ANNUAL REPORT
6. STRATEGIC OVERVIEW
7. LEGISLATIVE AND OTHER MANDATES
8. ORGANISATIONAL STRUCTURE

**PART B: PERFORMANCE INFORMATION**

1. AUDITOR GENERAL'S REPORT: PREDETERMINED OBJECTIVES
2. SITUATIONAL ANALYSIS
3. PROGRESS TOWARDS ACHIEVEMENT OF INSTITUTIONAL IMPACT AND OUTCOMES
4. INSTITUTIONAL PROGRAMME PERFORMANCE INFORMATION
5. REVENUE COLLECTION
6. CAPITAL INVESTMENT
7. SUMMARY OF FINANCIAL INFORMATION

**PART C: GOVERNANCE**

1. INTRODUCTION
2. PORTFOLIO COMMITTEES
3. EXECUTIVE AUTHORITY
4. THE SAQA BOARD
5. RISK MANAGEMENT
6. INTERNAL CONTROL AND AUDIT COMMITTEES
7. COMPLIANCE WITH LAWS AND REGULATIONS
8. FRAUD AND CORRUPTION
9. MINIMISING CONFLICT OF INTEREST
10. CODE OF CONDUCT
11. HEALTH, SAFETY AND ENVIRONMENTAL ISSUES
12. SOCIAL RESPONSIBILITY
13. AUDIT COMMITTEE REPORT
14. B-BBEE COMPLIANCE PERFORMANCE INFORMATION
15. STAKEHOLDER COMMUNICATION

**PART D: HUMAN RESOURCE MANAGEMENT**

1. INTRODUCTION
2. HUMAN RESOURCES OVERSIGHT STATISTICS

**PART E: FINANCIAL INFORMATION**

1. REPORT OF THE EXTERNAL AUDITOR
2. ANNUAL FINANCIAL STATEMENTS

### **3.2 Design and Layout**

The project requires the successful service provider to design and layout SAQA's 2021/22 Annual Integrated Report for publication and distribution in soft copy format (web-based/digital copy). No printing is required.

#### **DESIGN**

- This will require at least 3 x Conceptual Designs to decide on the Look and Feel (this will require at least five digital proofs for revision and approval of the design).
- **The creative concepts should consider a landscape orientation.**
- SAQA prefers the design not to include the use of stock photographs. It should be a unique and original design created to suit SAQA's brand and the annual theme.

#### **LAYOUT AND DESIGN**

- Layout and Design – this will require at least six digital proofs for revision and approval
- Finished art for converting the files to PDF format and supplying an email and web compatible format
- We require both the high resolution and web version to be provided
- Final Proof for approval by SAQA and the Auditor-General

### **3.3 WEB-BASED PUBLICATION**

**The project will require the publication of the annual integrated reports at different stages of the project:**

- Lay-out proof for Board approval
- Layout proofs for the Auditor-General
- Final proof to prepare the report for publication in the SAQA website. The PDF should be submitted both in a high resolution and in an email and web compatible format.

All artwork and design files must be supplied in softcopy format and will be the property of SAQA upon completion of the project. Project deadlines will be discussed and adapted accordingly with the appointed supplier.

#### 4. SPECIFICATIONS

| CONTENT DEVELOPMENT |                                                                                                                                                                                                                                                                                                                                                                           |                                                                             |                |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------|
| ITEM                | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                               |                                                                             |                |
| Design              | <b>Ideation</b><br>The service provider will be briefed on the requirements of the annual integrated report 2021/22. This will also involve brainstorming the look and feel as well as the theme of the report.                                                                                                                                                           |                                                                             |                |
|                     | <b>Conceptualisation</b><br>The winning bidder will use the briefing with SAQA to begin outlining, planning and putting the ideas together in a cover design. This may require brainstorming and sharing ideas with SAQA. The outcome of this process is three concepts reflecting the theme of the report: <b>SAQA’s 25 birthday: a year of trials and tribulations.</b> |                                                                             |                |
| CONTENT DEVELOPMENT |                                                                                                                                                                                                                                                                                                                                                                           |                                                                             |                |
| ITEM                | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                               |                                                                             |                |
|                     | SAQA will approve one concept.                                                                                                                                                                                                                                                                                                                                            |                                                                             |                |
| Lay-out             | The winning bidder will use the chosen design for the layout of the report. SAQA will require digital proofs to agree on the layout look and feel.                                                                                                                                                                                                                        |                                                                             |                |
| Review              | <b>Review</b><br>The service provider will provide drafts to SAQA for review and approval. This will include the revisions of the versions, as required by SAQA.                                                                                                                                                                                                          |                                                                             |                |
| Key dates           |                                                                                                                                                                                                                                                                                                                                                                           | Briefing meeting                                                            | 18 May 2022    |
|                     |                                                                                                                                                                                                                                                                                                                                                                           | Present Conceptual Designs                                                  | 25 May 2022    |
|                     |                                                                                                                                                                                                                                                                                                                                                                           | Concept Approval                                                            | 08 June 2022   |
|                     |                                                                                                                                                                                                                                                                                                                                                                           | Present First Layout Draft                                                  | 22 June 2022   |
|                     |                                                                                                                                                                                                                                                                                                                                                                           | Final text updates                                                          | 29 July 2022   |
|                     |                                                                                                                                                                                                                                                                                                                                                                           | Printer proofs for AG                                                       | 2 August 2022  |
|                     |                                                                                                                                                                                                                                                                                                                                                                           | Web Proof submitted to SAQA                                                 | 15 August 2022 |
|                     |                                                                                                                                                                                                                                                                                                                                                                           | Submit Official Copy to SAQA for publication and distribution to Parliament | 15 August 2022 |
|                     |                                                                                                                                                                                                                                                                                                                                                                           |                                                                             |                |

|                     |                                                                          |
|---------------------|--------------------------------------------------------------------------|
|                     | Complete <b>SAQA Annual Integrated Report</b>                            |
| <b>Size:</b>        | A4, landscape orientation                                                |
| <b>No of Pages:</b> | o Cover: 4 o Inners: 188 - 224                                           |
| <b>Colour:</b>      | Full colour throughout (5 colours, including Silver Pantone Spot Colour) |
| <b>Appearance:</b>  | Cover: Gloss art<br>Inners: Matt art                                     |

|                   |                                                     |
|-------------------|-----------------------------------------------------|
| <b>Finishing:</b> | o Glossy                                            |
| <b>Images:</b>    | SAQA will provide some images and free-hand design. |

## 5. EVALUATION CRITERIA

The bid will be evaluated in three (3) stages:

- **Stage 1:** Screening of mandatory documents.
- **Stage 2:** The Functionality Evaluation; where the bidder must score 80 points to move to the next phase of Price Evaluation.
- **Stage 3:** Price evaluation only, the B-BBEE component is exempted by the National Treasury.

## 6. STAGE 1: MANDATORY REQUIREMENTS

Bidders must comply with this section as it forms the basis of the evaluation of the bidder's proposal. For a bidder to qualify to be evaluated for functionality, **a bidder must not have been disqualified in compliance with the mandatory requirements below:**

6.1 Indicate if you comply with the Production timelines which align with the SAQA's submission deadlines to the Auditor General and to Parliament:

| PRODUCTION TIMELINES                                                        | DATES          | TICK IF YOU CAN COMPLY | TICK IF YOU CAN NOT COMPLY |
|-----------------------------------------------------------------------------|----------------|------------------------|----------------------------|
| Briefing meeting                                                            | 18 May 2022    |                        |                            |
| Present Conceptual Designs                                                  | 25 May 2022    |                        |                            |
| Concept Approval                                                            | 08 June 2022   |                        |                            |
| Present First Layout Draft                                                  | 22 June 2022   |                        |                            |
| Final text updates                                                          | 29 July 2022   |                        |                            |
| Printer proofs for AG                                                       | 2 August 2022  |                        |                            |
| Web Proof submitted to SAQA                                                 | 15 August 2022 |                        |                            |
| Submit Official Copy to SAQA for publication and distribution to Parliament | 15 August 2022 |                        |                            |

## 7. STAGE 2: THE FUNCTIONALITY EVALUATION

| FUNCTIONALITY: EVALUATION CRITERIA                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Criteria                                                                                                                                                                                                | Sub-criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Points     |
| Experience of bidder's project head who will be assigned to the contract:<br><b>(Attach Curriculum Vitae (CVs) of the project head)</b>                                                                 | <ul style="list-style-type: none"> <li>The Project head with no graphic design experience = <b>0 points</b></li> <li>Project head with 1 - 2 years of graphic design experience = <b>10 points</b></li> <li>Project head with 3 - 5 years of graphic design experience = <b>15 points</b></li> <li>Project head with OVER 5 years of graphic design experience = <b>20 points</b></li> </ul>                                                                                                                                                                                                                                                                                                                                   | <b>20</b>  |
| Bidder's relevant experience for the assignment:<br>Provide the following:<br><b>(Attach reference letters for annual report production from government departments or State-Owned Entities (SOEs))</b> | <ul style="list-style-type: none"> <li>Bidder with 0 reference letters for similar services = <b>0 points</b></li> <li>Bidder with 1 reference letter for similar services = <b>5 points</b></li> <li>Bidder with 2 reference letters for similar services = <b>10 points</b></li> <li>Bidder with 3 reference letters for similar services = <b>15 points</b></li> <li>Bidder with 4 reference letters for similar services = <b>20 points</b></li> <li>Bidder with 5 reference letters for similar services = <b>25 points</b></li> <li>Bidder with 6 or more reference letters for similar services = <b>30 points</b></li> </ul> <p><b>Please note letters of award/ acceptance or contracts will not be accepted.</b></p> | <b>30</b>  |
| Submission of a Portfolio of Evidence of design style                                                                                                                                                   | <ul style="list-style-type: none"> <li>Any booklets/brochures etc that show the company's illustrative design style and capabilities that align with the SAQA specifications in the document above.</li> <li>The booklets/brochures should demonstrate without any reasonable doubt the designer's ability to come up with original design ideas instead of using purchased design templates.</li> </ul> <p><b>NB. SAQA's aesthetic does not allow for the use of stock pictures.</b></p>                                                                                                                                                                                                                                      | <b>25</b>  |
| Quality of methodology:<br><b>Methodology proposal/ project plan must be attached</b>                                                                                                                   | <ul style="list-style-type: none"> <li>Describe, in detail, exactly how you propose to carry out the activities to achieve the outcomes identified in the Terms of Reference = <b>10 points</b></li> <li>Provide a project timeline/ project plan that depicts how you will meet the key deadlines = <b>10 points</b></li> <li>Identify any possible problems that might hinder delivery and indicate how you will avoid, or overcome such problems = <b>5 points</b></li> </ul>                                                                                                                                                                                                                                               | <b>25</b>  |
| <b>BIDDER MUST SCORE A MINIMUM OF 80 POINTS TO QUALIFY TO GO TO THE PRICE PHASE OF THE EVALUATION PROCESS.</b>                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>100</b> |

## 8. STAGE 3: PRICE EVALUATION

NB: Only firm prices will be accepted for at least 90 days. The cost breakdown should include the price for layout and design, VAT and the total price which is inclusive of everything.

| SUMMARY OF COST BREAKDOWN                                                              |                |
|----------------------------------------------------------------------------------------|----------------|
| <b>DESCRIPTION OF THE SERVICE</b>                                                      |                |
| Production of the web based SAQA Annual Integrated Report including design and layout. | R .....        |
| <b>VAT</b>                                                                             | R .....        |
| <b>Total Price (All inclusive)</b>                                                     | <b>R .....</b> |

## 9. BID REQUIREMENTS

- Bidders must complete, sign, and submit the SBD 4.
- Central Supplier Database summary report. Bidders must state their National Treasury Central Supplier Database (CSD) Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status.
- Bidders are required to submit an original or certified copy of the B-BBEE certificate or a Sworn Affidavit as per the B-BBEE Act.
- The quotation and required documents must be submitted in PDF format, through email to [rfq@saqa.co.za](mailto:rfq@saqa.co.za)
- The bid must be submitted in the format that is outlined in this RFP and in PDF format.

## 10. MONITORING AND EVALUATION

The performance will be monitored through meetings, checklists, and ad-hoc reporting and against the agreed contractual undertakings.

SAQA values its relationships with its stakeholders and works at all times to serve their needs in a positive and facilitating environment. It is therefore very important that the appointed service provider works in such a way as to support and maintain these relationships.

## 11. CONFIDENTIALITY

It is a specific condition of a contract with SAQA that service providers awarded contracts undertake not to divulge to others, or use for their benefit, confidential information gained during the course of their work.

## **12. SUBMISSION OF PROPOSAL**

Kindly email your proposal to [RFQ@saga.co.za](mailto:RFQ@saga.co.za) by 16 May 2022.

### **ENQUIRIES**

For any queries, please contact Ms Nosipho Damane.

Email: **ndamane@saga.co.za**

**ALL SUBMISSIONS MUST BE MADE ELECTRONICALLY IN PDF FORMAT.**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder