

Project title:	APPOINTMENT OF A DIGITAL DESIGNER AND PUBLISHER TO DESIGN AND PRODUCE 14 ELECTRONIC/DIGITAL NEWSLETTERS		
Quotation or Proposal no:	SENT/Digital Designer/2022		
Issue date:	14-October-2022		
Closing date:	20-October- 2022		
Closing time:	12h00pm.	Validity period:	30 days
e-mail address	quotations2@sentech.co.za		

1.1. BACKGROUND

SENTECH is a state-owned company and is the largest broadcasting signal distributor in Africa. **SENTECH is a licensed Electronic Communications Network Service provider in South Africa, currently operates a number of communication networks from which Internet access is provided for customers and internal use.**

1.2. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Scope of Work	We are looking to appoint a service provider to design and publish 14 SENTECH's bi-monthly email newsletters. The newsletters will be disseminated internally by email. • Design and layout of the emailer with different themes for each edition • Design and layout of 6-12 themed articles per publication • Source the relevant images for the articles • Load the articles on Sentech website and intranet • Publish the newsletter to Sentech staff email addresses • Provide a PDF version of the newsletter for posting on intranet • Provide a report on the readership of each edition • Submit 3 design concepts • Content/Copy editing and proofreading • Width: 500 to 600px • File weight 1MB max • Header to include the SENTECH logo, etc. • Height: enough to display about 10 blocks/stories on the main part of the newsletter (supplier to advise) • Add SENTECH social media links at the footer • Convert videos into links and embed on the newsletter We will also require a functional link of the newsletter for distribution on WhatsApp (to enable staff to view the newsletter on their mobile phones, on the go.
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Terms and Conditions	SENTECH reserves the right to • Extend the closing date • Verify any information contained in a response • Request documentary proof • Cancel or withdraw the requirement • To limit communications to only those Service Providers who meets the requirements. • This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail. • The successful Service Provider may only enter into a subcontracting arrangement with the approval of SENTECH. The successful Service Provider may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the Service Provider concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract. • SENTECH reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Service Provider does not meet SENTECH's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan shall be submitted within 10 working days from the written request, failing which SENTECH reserves the right to withdraw its appointment of the preferred recommended Service Provider. • SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the SERVICE PROVIDER fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH. • SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider. • SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider.

	• SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits. • Key resource provided in response should be engage in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract. • Service Level Agreement will be signed with the successful Service Provider. • SENTECH will renew the contract annually based on satisfactory performance review.
Functionality Criteria	Stage 1 Mandatory Eligibility Criteria Stage 2 Functional Criteria Stage 3 Functional evaluation Stage 4 Reference interview questionnaire if deemed necessary

STAGE 1

Mandatory Eligibility Criteria

The follow in criteria is mandatory and proof of submission must be attached: Failure to attach proof will lead to disqualification.

MANDATORY ELIGIBILITY CRITERIA	Attach evidence and Link, reference page number in your proposal
N/A	
N/A	

STAGE 2

Functional Criteria: Must be comprehensive and supported by evidence

Functionality criteria	Weighting factor
1. Experience in creative design and layout of a digital/email newsletter. Supplier to submit links to digital/email newsletters produced/designed not older that 5 years. The links must be accompanied by reference letter on company letterhead confirming from the work done. NB: No reference letter no point allocation i. 0-2 Projects accompanied by reference letter = 0 ii. 3 -4 Projects accompanied by reference letter = 20 iii. 5 or more projects accompanied by reference letter = 30	30
2. Experience in the design and layout of themed newsletter articles. Service provider to submit the various themed articles designed for different digital/email newsletters	20

i. 0-2 themed articles = 0 ii. 3-4 themed articles =10 iii. 5 or more themed articles = 20	
3. Copy editing and proofreading of newsletters. Service provider to submit copies of news articles edited and proofread for business newsletters, accompanied by reference letter on company letterhead confirming the editing & proofreading (same client acceptable) NB: No copies of news articles submitted no point allocation. No reference letter confirming the editing and proofreading of the news articles submitted no point allocation i. 0-4 news articles edited and proofread with reference letters = 0 ii. 5-6 news articles edited and proofread with reference letters = 10 iii. 7 and more news articles edited and proofread with reference letters = 20	20
4. Public Sector experience. Supplier to provide contactable references not older than 5 years confirming projects done with public sector in terms of newsletter development and publishing. I. 2 or less contactable reference letters = 0 point II. 3 - 4 contactable reference letters = 5 points III. 5 or more contactable reference letters = 10 points	10
Total	80

Minimum Score to Qualify for Further Evaluation is 50. Suppliers must score a positive score on each criterion.

PRICING

Price List

Description	Rate	Month total

	Sub Total	
	Total (Including vat)	