



**TERMS OF REFERENCE FOR THE DESIGN, LAYOUT AND PRINT OF THE ILEMBE INVESTMENT  
PROSPECTUS BROCHURE**

**1. BACKGROUND**

iLembe Management Development Enterprise (Pty) Ltd t/a Enterprise iLembe is an economic development agency wholly-owned by the iLembe District Municipality mandated to drive economic development and promote trade and investment in the key sectors of agriculture, tourism, manufacturing and property and construction.

**2. PROJECT DESCRIPTION**

Enterprise iLembe invites quotations from suitable service providers for the design, layout, and print of the iLembe Investment Prospectus brochure for the iLembe region. The proposal should indicate how the service provider will deliver on the project deliverables and outcomes and to provide a breakdown of the activities and time-frames. A soft copy of the existing brochure will be provided by Enterprise iLembe in order to design, review content, layout and print 100 copies.

**3. TASK DESCRIPTION AND EXPECTED OUTPUTS**

**3.1. Content, Design & Layout**

Review content supplied, proof read and edit where necessary. Design and layout content including infographics, maps and graphs.

**3.2. Print**

Size:	200 x 200mm
Number of Pages:	Between 56 - 60 pages + cover
Paper:	Cover: 200gsm matt art, finishing = Matt laminated plus spot UV Interior: 115gsm matt art, full colour throughout
Finish:	Folded, collated, saddle stitched and trimmed
Quantity:	100

**\*Sample copy to be printed for approval before final print run.**

### 3.3. Electronic

Convert into eBook version (website compatibility)

### 4. DATE OF DELIVERY OF FINAL PRODUCT/S

The final deadline for delivery is on or before **30 November 2023** to the address listed below:

**Enterprise iLembe (Sangweni Tourism Information Centre)**

**Cnr Link Road and Ballito Drive**

**Ballito**

**4420**

### 5. SCM POLICY

Proposals will be evaluated in terms of the SCM Policy of Enterprise iLembe and shall be applied as follows: -

- a) **Mandatory Evaluation-** All proposals will be evaluated in terms of the mandatory (compulsory) documents/ submissions. Failure of the service provider to submit any or all of the mandatory requirements will result in disqualification from further evaluation. Failure of the service provider to complete, sign and submit MBD forms (as required for this TOR) will result in disqualification from further evaluation.
- b) **Functionality Evaluation –** All proposals that meet the mandatory requirements will then be evaluated in terms of functionality as specified in section 6.2, below.
- c) **Price Evaluation-** As specified in the PPPFA (No.5 of 2000) read together with the 2022 PPPFA Regulations and the 2011 B-BBEE Regulations.

### 6. CRITERIA FOR EVALUATION

#### 6.1 Mandatory Evaluation

**Proposals/ Quotations must be accompanied by the following mandatory documents/ submissions:**

- Valid TCS Pin issued by SARS (compulsory)
- Proof of registration on the Central Suppliers Database for Government (CSD). A CSD registration report or number must be submitted (compulsory). (The CSD report/number report will be available on the CSD Website once you have registered on the Central Suppliers Database. **Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database.**) The CSD will be used to verify tax compliance status of the bidder. NB: Bidders who are in service of the state as per CSD will be disqualified from further evaluation unless supporting documents proving the supplier is not a government employee is submitted as part of the proposal. (compulsory)
- MBD 4 – Declaration of Interest Form (compulsory)
- MBD 6.1 – 2022 Preference Point Claim Form (compulsory)
- Company registration document (Compulsory)

**Note:**

- Failure to submit compulsory documents will result in your proposal being disqualified.
- Failure to complete, sign and submit the MBD forms listed above will result in your proposal being disqualified.
- Reference checks will be performed as part of the evaluation of this request for quotations.
- The successful service provider will be required to register on the Enterprise iLembe Suppliers Database.

**6.2 Functionality Evaluation**

The functionality evaluation points will be applied as per the table below;-

#	Competency	Points Allocation	Maximum Points
1.	Experience in the design, review content, layout and printing of similar guides (Please attach a <b>maximum of TWO</b> brief CV's of relevant team members allocated to this project. NB: CV's are to contain details on the past experience relating to design, review content, layout and printing of similar guides/ newsletters etc.)	0 years =0 1 – 5 years=10 >5 – 10 years=15 Above 10 years=20	20
2.	Similar projects concluded (*) (Signed Reference letters, on the referees letterhead to be submitted and dated between 2018-2023) A <b>maximum of four (04) letters</b> may be submitted	0 letters= 0 points 1 letter=10 points 2 letters= 20 points 3 letters= 30 points 4 letters= 40 points	40
3.	Samples of similar work undertaken (Accessible links to 3 most recent completed similar design & print projects undertaken by the service provider to be included on proposal)	Sample is visually appealing, meets the requirements relating to this call and demonstrates the ability of the service provider to undertake this project =40 points  Sample meets all the requirements relating to this call, demonstrates the capability of the SP to undertake this project, however, lacks visual appeal=20 points  Sample is not visually appealing, does not meet the requirements relating to this call and does not demonstrate the ability of the service provider to undertake this project = 0 points	40

Only service providers who achieve a total of **60 points (60%)** and a score greater than zero for competencies marked with an asterisk (\*) for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system.

### **6.3 Price Evaluation**

The 80/20 preference point scoring system will be applied with points allocated as follows:

- 80 points for the price
- 20 points for specific goals

*Service Providers wishing to claim a maximum of 20 preference points in terms of Specific Goals must attach the following:*

1. ***Proof of location of the business – Maximum 20 points (Please submit a signed councillor letter, valid signed lease agreement or a utility bill not older than three months) to claim points for this). Point allocation is as follows:***
  - Within the iLembe District= 20 points
  - Within KZN=10 points
  - Within SA= 5 points
  - No proof of residence = 0 points

### **7. PAYMENT TERMS**

Payments will be made on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least four (4) weeks for the payments to be processed.

### **8. REPORTING**

Upon appointment, the service provider will work in close co-operation with Enterprise iLembe management. The service provider will also be expected to keep financial records and other appropriate records.

### **9. PERFORMANCE OF SERVICE PROVIDER**

Once appointed, the performance of the service provider will be measured on a continuous basis.

### **10. NON APPOINTMENT**

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest proposal. Further, no awards will be made to suppliers in service of the state.

### **11. CLOSING DATE**

Proposals can be emailed to [siyabongasi@enterpriseilembe.co.za](mailto:siyabongasi@enterpriseilembe.co.za) on or before 16 October 2023 at 12h00.