



TERMS OF REFERENCE

FOR

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND
PRINTING OF ENTERPRISE ILEMBE'S ITHEMBA PUBLICATION**

Closing Date: 12 December 2025

Closing Time: 12h00

1. THE PROJECT DESCRIPTION

Proposals are hereby requested from suitably qualified and experienced service providers for the design, layout and print of the iThemba Publication on a quarterly basis.

1.1. About Enterprise iLembe

Enterprise iLembe is an Economic Development Agency for the iLembe District Municipality with its key mandate being the following;

- To drive economic development;
- To market and promote the District for business, investment and tourism;
- To work with local government to facilitate a business enabling environment;
- To implement business, retention and expansion (BR&E) programmes in partnership with local business.

1.2. Main objectives of the project

- To build loyalty and enhance stakeholder relations;
- To improve communication with stakeholders;
- To communicate the entity's mandate and projects;
- To profile local investment opportunities.
- To provide timely updates and facilitate stronger stakeholder relationships through storytelling, accountability, and consistent messaging in both English and isiZulu.

2. TASK DESCRIPTION AND EXPECTED OUTPUTS

Enterprise iLembe invites proposals from suitably qualified and experienced service providers to design, layout and print the newsletter called "iThemba". The following are the key elements which need to be considered and undertaken;

Creative – design and layout:

- Creative: Once appointed, service provider to conceptualize theme per publication with cover design and photo options for each publication (source stock photos if necessary)
- Write, review and edit content supplied by Enterprise iLembe, convert content to isiZulu
- Supply summarized version of final approved version for bulk email distribution (with links to full version on website)
- eBook version in English and isiZulu (website compatibility)
- PDF version for emailing and website
- Bulk mailer version
- Size: A4, full colour throughout (maximum 28 pages/minimum 20 pages excluding cover per publication) quarterly
- Cover: 200gsm
- Inside Pages: 115gsm
- Collated and Staple bound

Print:

- Print 200 English copies per version (Quarterly)
 - Print 100 Isizulu copies per version (Quarterly).
- NB: Subject to change due to demand**

Delivery:

- Delivery to Enterprise iLembe Offices situated at the Sangweni Tourism Information Centre, Cnr Link Road and Ballito Drive, Ballito.

Please note that the proposal is expected to have a breakdown of activities / steps and the budget thereof. Proposed design element sample/s must be attached to your proposal **(Compulsory)**

2.1 PROJECT TIMEFRAME

Please note that this is a **twelve-month appointment**. Final printed publication to be completed within 3 weeks from the time the content is supplied by Enterprise iLembe (including print).

Estimated Dates

15 February 2026

15 April 2026

15 July 2026

15 October 2026

3. EVALUATION CRITERIA

PROCUREMENT POLICY

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

- a) Mandatory Evaluation- All proposals will be evaluated in terms of the mandatory documents/submissions as detailed in section 3.1, below. Failure of the service provider to submit any or all the mandatory requirements will result in disqualification from further evaluation.
- b) Functionality Evaluation- All proposals that meet the mandatory requirements shall be evaluated on functionality (as per section 3.2, below) and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the price evaluation.
- 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, as detailed in section 3.3, below.

Any proposal that fails to achieve a minimum of 60 points of the total of 100 and a score greater than zero in categories marked with an asterisk (*) on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

3.1 Mandatory Evaluation (Mandatory Documents/ Submissions)

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

- Service Providers Proposal together with cost implications (**Compulsory**)
- Valid TCS Pin number 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.
- MBD 4 – Declaration of Interest Form (**compulsory**)
- MBD 6.1 – 2022 Preference Point Claim Form (**Compulsory**) - please note that failure to indicate the number of points being claimed by the service provider on page 4 of MBD 6.1 and submit the supporting documents as indicated in this form will result in no points being awarded in the 80/20 price calculation.
- Company registration document (**Compulsory**)

Note:

- Failure to submit **compulsory** documents will result in your proposal being disqualified.

- Reference checks may 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.
- **All MBD forms** listed above must be completed correctly signed, failure to complete and sign will result in disqualification

3.2 Functionality Evaluation

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

Competencies:

NB: Service providers must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas in order to claim points in the functionality evaluation:

#	Competency	Point Allocation	Maximum points
1	<p><u>Project Experience: (*)</u></p> <p>Supporting documents required: 1) (References Letters and samples of previous work for each letter – soft or hard copies)</p> <p>The service provider must provide letters of reference together with samples relating to similar work undertaken in the past five years.</p> <p><i>NB: No points will be awarded for reference letters submitted with no supporting samples.</i></p>	<ul style="list-style-type: none"> • 1 letter = 10 Points • 2 letters = 20 Points • 3 letters = 30 Points 	30

#	Competency	Point Allocation	Maximum points
2	<u>Qualifications in Graphic Design</u> Supporting documents required: (Please submit a <u>certified copy</u> of qualification in Graphic Design)	<ul style="list-style-type: none"> • No qualifications – 0 points • Formal certification in Graphic Design – 15 points • Degree/ Diploma -20 points • Post Graduate -30 points 	30
3	<u>Design Element: (*)</u> Supporting documents required: A proposed design element sample/s must be attached to your proposal	<ul style="list-style-type: none"> • Design sample meets some of the requirements but lacks visual appeal and creativity– 20 points • Design sample meets all requirements, shows creativity and is visually appealing in line with the Enterprise iLembe brand – 40 points 	40
TOTAL POINTS CLAIMABLE			100

NB: Reference checks may be conducted during the course of the evaluation process.

Only service providers who achieve a minimum of 60 points of the total of 100 and a score greater than zero in categories marked with an asterisk (*) on the functionality evaluation shall be evaluated in terms of the 80/20 points scoring system.

3.3 80/20 Preference Points Scoring System:

Only proposals with a score of 60 and higher will be eligible for evaluation in terms of the 80/20 points scoring system 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. Valid B-BBEE certificate/ affidavit (Level 3 or above)- 10 points***
- 2. Proof of location of the business- Maximum of 10 points (Please submit a signed councillor letter, valid signed lease agreement or a utility bill not older than three months & in the business name) to claim points for this)***
 - If the business is located in within iLembe – 10 points***
 - If the business is located within KZN – 5 points***
 - If the business is located within South Africa – 2 points***

4. 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.

5. 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.

6. 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.

7. PERFORMANCE OF SERVICE PROVIDER

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

The key performance indicators applicable to this are as follows:

	Performance Indicator	Weighting
1	Quality of Service	30
2	Timeliness of Completion	25
3	Cost Control	25
4	Business Relations	10
5	Management of Key Personnel (i.e. management of the service providers team allocated to the project)	10
		<u>100</u>

8. INFORMATION CONTACT

For enquiries please contact Ms Sithembile Ngcobo (Marketing & Communications Officer) on:

- E-mail: sithembile@enterpriseilembe.co.za
- Telephone: 032 946 1256

9. CLOSING DATE

Proposals can be emailed to siyabongasi@enterpriseilembe.co.za

Closing Date for submission of proposals: 12 December 2025 at 12h00.