

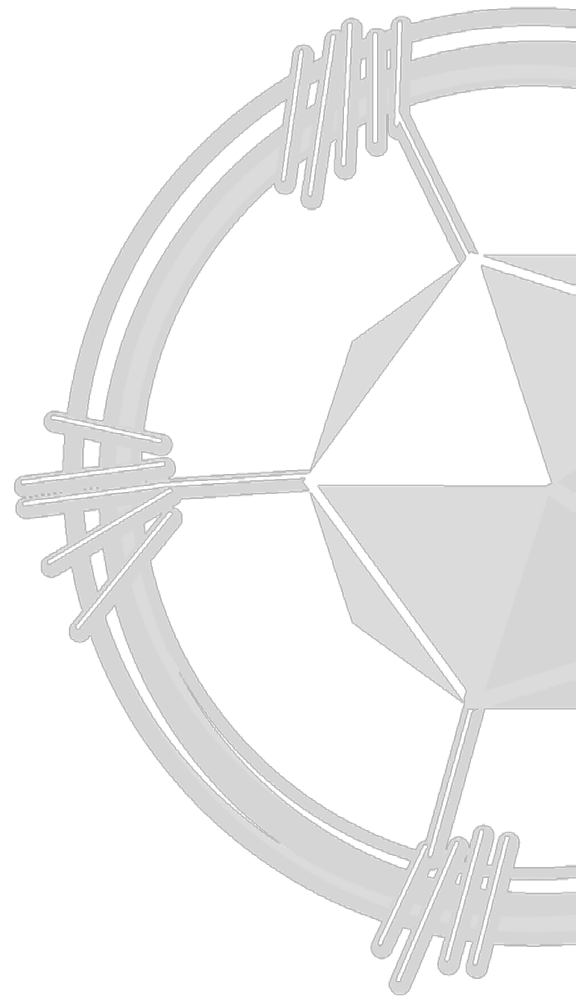


merSETA

MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

MERSETA

TERMS OF REFERENCE (TOR) FOR THE DELIVERY OF 2009 – 2010 ANNUAL REPORT



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1. Background

In terms of the Public Finance Management Act (PFMA), the Merseta is required to produce an annual report for submission to Parliament, as well as the Department of Higher Education and Training.

2. Scope of Work

The following be included as part of the services required:

- 2.1 Design and layout of 100 to 120 full page colour A4 size;
- 2.2 Photography;
- 2.3 Type setting;
- 2.4 Proof reading and copy editing;
- 2.5 Reproduction and print readiness;
- 2.6 Printing: The base quote on all text in full cover on 120 gsm and cover design; full cover both sides 250 gsm x 6000 copies.

3.1. Delivery of 6000 copies to stakeholders :

- 120 to Department of Higher Education and Training in Pretoria
- 550 to Parliament in Cape Town (Office of the Minister of Higher Education and Training)
- 15 to Government printers (Pretoria)
- 15 to National Treasury (Pretoria)
- 15 to Auditor General (Pretoria)
- 400 to Merseta in Port Elizabeth
- 400 to Merseta in Durban
- 400 to Merseta in Bloemfontein
- 400 to Merseta in Witbank
- 400 to Merseta in Johannesburg
- 400 to Merseta in Cape Town



- 200 to Merseta in Pretoria
 - 2685 to Merseta head office in Parktown
- 3.2. Delivery of 500 copies of the Annual Report in CD format:
 - 3.3. Front page to include embossing or vanishing;
 - 3.4. Include In your quote the different types of binding, as well as paper.

4. Expected Deliverables, Outputs and Outcomes

- 4.1. Drafted version will be required for the Merseta review as and when before final sign-off from the Merseta.
- 4.2. Creative corporate style required (within the constraints of public entities).

5. Competency and Expertise Requirements of Resources

Basic competencies and expertise which may be required includes, inter alia:

- 5.1. Demonstrate experience and expertise of similar assignments as outlined in points 2.1 to 2.6;
- 5.2. Ability to produce a quality product on all requirements by having experienced and quality personnel;
- 5.3. Ability to compile and edit document accurately and error free;
- 5.4. Ability to apply project management methodology.

6. Conduct of Work

The consultant will report to the Merseta General Manager: Corporate Governance and/or his nominated representative will be required to visit the Merseta based on the agreed time lines as outlined in the project plan.

The General Manager: Corporate Governance will assist in the provision of information and any other assistance required which may include, amongst other things, access to previous annual Reports,



related documents and the Merseta photo library for the successful completion of the assignment.

7. Time Scale

It is envisaged that the contract will commence on 1 April 2010, or soon thereafter and will terminate on 30th of August 2010.

8. Budget and Phasing of Payments

Payment will be made on satisfactory completion of the contract.

9. Adjudication Process

The criteria to be used in the adjudication process will be in accordance with Merseta Procurement Policy which will be as follows:

- 9.1 Technical expertise 75%
- 9.2 Price 15%
- 9.3 Employment Equity 10%

10. Closing date of the Proposals

- 10.1 The closing date of this proposal is 12h00 on 26 February 2010.
- 10.2 Proposals received after this date will not be considered.

11. Additional information

Kindly email **Mr. Bertram Baird** on bbaird@merseta.org.za if you require clarification of these terms of reference or further background related information. Any telephone requests will be disregarded

12. NOTES TO TENDERERS

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof will result in your proposal being excluded from the evaluation process.



- Short-listed firms might be invited to present and discuss details of their proposals.
- Tenderers will be required to fill in an MERSETA “Supplier Questionnaire” before their tenders are considered.
- Tender documents should be presented to the MERSETA marked “Tender for Insurance Broker Services – RFP no:
- The MERSETA will not be liable to reimburse any costs incurred by the tenderer during this tender process.
- The MERSETA is committed to maximize the value obtained from the available insurance broker resource. However the MERSETA does not bind itself to accept the lowest tender.
- Evaluation of tenders will be carried out by a Tender Evaluation Committee. The Evaluators will if necessary, contact Tenderers to seek clarification of any aspect of the tender.
- Tenderers should identify any work they are currently carrying out or competing for which could cause a conflict of interest, and indicate how such a conflict would be avoided.

Any requests for additional information will be collated by the MERSETA, Supply Chain Management Office and a composite response posted on our website www.merseta.org.za under the tender link..

All bids must remain valid for a period of ninety (90) days after the closing date. Late telegraphic, telefax and/or e-mailed bids will not be accepted.

13. GENERAL

- Potential Service Providers are required to submit their proposals on or before 12:00 on Any tender document received after closing date and time will not be considered.
- Tender documents should be deposited into the tender box of the MERSETA Head Office at:
Metropolitan Office Park



8 Hillside Road
3rd Floor
Parktown

Proposal received in any other way will not be considered.

- Two (2) bound hard copies AND one(1) unbound hard copy of the proposal must be submitted
- All correspondence to bidders will be in writing.

14. DISCLAIMER

MERSETA reserves the right not to appoint a provider for this tender, Merseta further reserves the right to split the tender with more than one provider or award the portion of this tender to other providers..

