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Email : info@ntinga.org.za

Website : www.ntinga.org.za

**Request For Proposals.**

**Notification date: 02/10/2024**

**ADVERTISEMENT: RFP NO – 01/10/2024**

Ntinga O.R. Tambo Development Agency SOC Ltd is looking for suitably qualified and experienced service providers to submit proposals for the development, design and production of the 2022/2023 annual report for Ntinga O.R. Tambo Development Agency SOC LTD. The successful bidder must take into consideration the terms of references when responding to this Request For Quotation.

<b>• Functional Criteria:</b>	<b>Points</b>
<b>Service Provider Experience (40 Points)</b> <ul style="list-style-type: none"> <li>The service provider must have at least five (5) years' experience in the content development, writing, editing, concept design and layout, printing and project management of an annual report for an entity of a similar or larger size.</li> <li>Attach contactable references <b>(20 points)</b></li> <li>Attach at least 3 publications that the Company has worked on as samples <b>(20 points)</b>.</li> </ul>	40
<b>Project Proposal/ Methodology (20 points)</b> <ul style="list-style-type: none"> <li>The service provider must submit a proposal detailing the technical means to provide the content development, writing, editing, concept design and layout, printing and project management. The plan must include an implementation plan with steps/stages and timeframes/milestones for completion of the annual report.</li> <li>Attach Project Implementation Plan <b>(20 points)</b>.</li> </ul>	20
<b>Qualifications and Skills of the Team Lead and support team (20 Points)</b>	40

<ul style="list-style-type: none"> <li>The service provider must provide the CV's, qualifications and skills of the design team to be working on the project.</li> <li>Attach CV's or profiles of all the people who will be working on the project. (20 points).</li> </ul>	
<b>Total</b>	<b>100</b>

## EVALUATION CRITERIA

Responses will be evaluated on two stages. The first stage being the functionality (See the table above) and the second stage being the price and preference (80/20 preference point system).

### NB!!!

Terms of reference are available for download from the Entity website ([www.ntinga.org.za](http://www.ntinga.org.za)) and/or on request from [olwethum@ntinga.org.za](mailto:olwethum@ntinga.org.za) or [nokufikaj@ntinga.org.za](mailto:nokufikaj@ntinga.org.za).

To qualify for the 2<sup>nd</sup> stage of evaluation the bidder should score a minimum of qualifying score of 70 points on functionality.

## **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

### **Stage 2 of evaluation (Price & Preference)**

#### **Price and Preference**

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act (5/2000). And preferential procurement regulations 2022.

<b>Points</b>	<b>Preferential Procurement Goals</b>	<b>Proof to be Attached to claim full points</b>
80	Price	N/A
20	Specific goal	
Bidders are to score specific goals as follows:		
5	<b>Women</b>	<b>Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more</b>
5	<b>Youth</b>	<b>Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more</b>
5	<b>Disabled</b>	<b>Attach proof from a registered doctor/physician for a bidder to obtain full points the percentage of equity held must be 51% or more</b>
5	<b>Rural</b>	<b>Attach proof of residence of the business/lease agreement: Village. Settlement/Semi-town</b>

**Bidders should take note of the following conditions (Failure to provide mandatory information in this proposal may result in the submission considered as non-responsive.**

- Quotations will be evaluated according to the compliance with Preferential Procurement Policy Framework Act.
- The bids should include company registration number, tax reference number, valid tax clearance certificate or tcc code, CSD Report, MBD 4, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR BID INVALID / NON-RESPONSIVE**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download [www.ntinga.org.za](http://www.ntinga.org.za)

Quotations clearly marked "RFP 01/10/2024 **Annual Report**" may be emailed to [rfq@ntinga.org.za](mailto:rfq@ntinga.org.za) and/or deposited in a bid box placed in the Ntinga O. R Tambo reception at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099. Late quotations will not be considered. **Closing Date Friday 11 October 2024 at 12:00. For enquiries please contact Ms. S. Ndlondlwana at 0827839074 and/or by email at [sivuyisiwen@ntinga.org.za](mailto:sivuyisiwen@ntinga.org.za)**

Approved by;

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S. Sentwa-Chief Financial Officer

01/10/2024

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Date