



REQUEST FOR PROPOSAL (RFP):

INVITATION OF THE SERVICE PROVIDERS TO BE PART OF THE PANEL FOR THE PROVISION OF GRAPHIC DESIGN SERVICES FOR A PERIOD OF TWO (2) YEARS.

BID NUMBER: NECT/2023/02/001

RFP SUBMITTED BY:

Name of Company: _____

Contact Person: _____

Contact Numbers: (Cell) _____ (Tel) _____

E-mail: _____

NECT: SCM ENQUIRIES	TECHNICAL ENQUIRIES
Contact person: Thobekile Shezi Tel: 012 752 6200 E-mail: scm@nect.org.za	Contact Person: Mpho Moutlana Tel: 012 752 6200 Email : marketing@nect.org.za
CLOSING DATE: CLOSING TIME: VIRTUAL BRIEFING SESSION	17 February 2023 11:00AM 13 February 2023 Interest bidders to email Mpho Moutlana: marketing@nect.org.za by <u>16h30 09 February 2023</u> . A link for the briefing session will be sent out on the 10 th of February 2023.
TENDER VALIDITY:	90 Days
SUBMISSIONS:	All submissions to be delivered at the NECT Office: Address: Lakefield Office Park Building D, 272 West Ave, Die Hoewes Centurion. Please also attach a soft copy of the proposal in a USB in your submission.

BACKGROUND

The National Education Collaboration Trust (NECT) is an organisation dedicated to strengthening partnerships within civil society and between civil society and government in order to achieve South Africa's national goals for basic education. It strives both to support and to influence the agenda for reform of education.

To this end, various forms of marketing and communication services are critical in ensuring that key stakeholders – Teachers, Principals, Learners, Parents and communities at large are informed about the interventions of government in pursuit of quality education and learning whilst minimising disruptions.

It is on this basis that the NECT is soliciting technical expertise from credible independent service provider (s) to support the organisation's work as it discharges its mandate.

1. CONDITIONS FOR THIS RFP

- a) Proposal and supporting documents must be submitted via email to masilelas@nect.org.za
- b) All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System or a Registered Auditor approved by the Independent Regulatory Board of Directors (IRBA) OR AN Accounting Officer as contemplated in the Close Corporation Act (CCA) in order to claim preference points or sworn affidavit for B-BBEE exempted micro enterprises.
- c) Evaluation criteria: 80/20 Preference Points System as presented in the preferential procurement regulations of 2017;
- d) Late and incomplete submissions will not be accepted.
- e) The lowest or any offer will not necessarily be accepted and NECT reserves the right to accept any offer.
- f) In bid wherein the consortiums and joint ventures are involved, an agreement fully signed by all partners involved must be submitted.

2. REASONS FOR DISQUALIFICATION

A service provider may be disqualified for failure to comply with the following:

- a) Provision of a valid Tax clearance certificate on the closing date
- b) Submitting information that is fraudulent, factually untrue, or inaccurate.
- c) Failure to attach a declaration of interest.
- d) Failure to attach company registration (for both parties in case of joint venture/consortium)
- e) Failure to attach a BBBEE certificate or sworn affidavit.

3. OBJECTIVE AND SPECIFICATIONS OF THIS RFP

The purpose of this tender is to appoint a panel of suitable, independent service providers to provide appropriate graphic design services to the NECT programmes for a period of two (2) years.

4. SCOPE OF WORK

The section below outlines the Scope of services and product expected from a competent and experienced service provider. To this end, successful bidders will be expected to deliver the following products as and when such are needed:

Services to be rendered	Indicate your area of expertise/specialization (Yes or No)
Publications	
Annual Reports	
Posters	
Brochures	
Banners	
Social media collateral	
Promotional items	
Mailchimp design i.e. HTML email designs	
Infographics (Static and Motion)	
Corporate identity material	
Website management	

5. EVALUATION CRITERIA

In terms of good corporate governance, a supplier should not be appointed where there is an existing real or perceived conflict of interest. Confirmation is required from each bidder that there are no existing or perceived conflicts of interest affecting independence.

- a) Service Providers will be evaluated on functionality. The bidders that score points which exceed the minimum threshold provided on functionality will be appointed into a panel for the period of two (2) years.
- b) The evaluation criteria for the assessment of the proposals will be based on qualitative and financial aspects of the proposal.
- c) This bid will be conducted in accordance with NECT procurement policy.

- d) Shortlisted service providers may be invited to do a presentation on their proposal at their own cost.
- e) In accordance with the NECT procurement policy, the bid evaluation process shall be carried out in two (2) phases, namely:
 - Phase 1: Mandatory requirement
 - Phase 2: Functionality evaluation

Step 1- Mandatory requirements

Please note that the failure to meet the following requirements or to provide the information requested below, may lead to an immediate disqualification.

The following documents must be attached with the submission:

- a) BBBEE Certificate or Exempted micro enterprise certificate signed by Registered auditor.
- b) Tax clearance certificate
- c) Declaration of interest
- d) Company registration documents including Identity documents of directors.
- e) Banking details – original cancelled cheque or bank statement/ confirmation letter
- f) A rate card of services
- g) Detailed proposal covering area of expertise
- h) Portfolio of evidence

Step 2 – Functionality Evaluation

Minimum required score for functionality is 75 points out of 100 points and any bidder scoring less than 75 points will not be considered for further evaluations.

Criteria	Max Points
<p>1. Relevant Experience in the bidder’s area of expertise.</p> <ul style="list-style-type: none"> • 6 or more years of experience = 20 • 3 -5 years of experience = 15 • 1-2 years of experience =10 	20
<p>2. Portfolio of evidence (Technical Functionality)</p> <p>Portfolio of evidence or reference letters (on letterhead) from reputable organizations.</p>	30

<ul style="list-style-type: none"> • 3 or more letters reference =30 points • 2 signed letters reference = 20 points • 1 signed letters reference = 10 	
<p>3. Skills and expertise of the resources (attach CV's and Qualifications). <i>The team should have proven experience in layout and Graphic design.</i></p> <ul style="list-style-type: none"> • A resource (s) with a degree in any of the following fields of study and five (5) of the relevant experience: Marketing, Communications, Branding, Graphic design, Media Studies or any related field = 30 points • A resource (s) with a diploma in any of the following fields of study and 3 years of relevant experience: Marketing, Communications, Branding, Graphic design, Media Studies or any related field = 15 points 	30
<p>4. Detailed Portfolio of evidence showcasing your area of expertise. Please attach a design portfolio that best showcases your design skills, expertise, and versatility.</p>	20
Total	100

6. PRICING (RATE CARD)

The table below depicts the rate charged per hour charged per item or provide us with your own proposed rate card:

Item	Indicate rate per hour
• Publications	
• Annual Reports	

• Posters	
• Brochures	
• Banners	
• Social media collateral	
• Promotional items	
• Mailchimp design i.e. CRM email designs	
• Infographics (Static and Motion)	
• Corporate identity material	

7. TERMS AND CONDITIONS OF THE BIDDERS

- a) NECT reserves the right not to award the bid/project/contract.
- b) NECT reserves the right to call for interviews or presentations with short-listed bidders before final selection.
- c) NECT reserves the right to negotiate price with the preferred bidder.
- d) Late submissions will not be considered.