

**COMPULSORY BRIEFING SESSION
18 OCTOBER 2022 AT 11:00AM
VIA TEAMS**

**APPOINTMENT OF A SERVICE PROVIDER FOR CONTENT
DEVELOPMENT, DESIGN, LAYOUT, PRODUCTION AND PRINTING OF
THE ANNUAL REPORT FOR A PERIOD OF THREE (3) FINANCIAL YEARS
(2022/23 TO 2024/25)**

WRSCM-2022/2023-0005

ABOUT THE W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) Sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Plan (NSDP).



SETAs are entities of the Department of Higher Education and Training. There are 21 SETAs; each servicing a specific economic sector of the Country.

OBJECTIVE OF BID

The objective of this bid is to appoint a suitably qualified and reputable service provider that is highly skilled in strategic content development, compilation, publication and printing of Annual Reports for public entities.

The service provider should be knowledgeable of the SETA environment and will be required to provide an end-to-end development, content, production, printing and publishing of the W&RSETA annual reports for the three financial years. Essential for the delivery of the service, is for the service provider to have the capability, capacity, and expertise in line with the scope of services.

SCOPE OF SERVICES

The scope of the services is as follows:

1. Content and Editorial
2. Production
3. Printing
4. Photographic Services
5. Electronic Copies (Full and Abridged)
6. Delivery

EXPECTED OUTCOMES AND DELIVERABLES

To produce a high quality standard Annual Report for the W&RSETA displaying a high level of professionalism, that would promote the W&RSETA image and brand. All requirements as listed under the scope of service requirements must be met.

The service provider will be expected to:

- Provide an editable text file of the entire Annual Report (full and abridged), preferably in Ms Word, stored on three (3) USB 2.0 flash drives.
- Four hundred (400) copies of the full Annual Report, two hundred (200) copies of an abridged version and electronic copies as detailed in the scope of services.

DURATION OF SERVICES

The duration of services is over a period of three financial years, (2022/23 to 2024/25), from the signing of the SLA date. The contract will cover the duration of three (3) financial years and renewable annually. The renewal of the contract annually will be based on service provider performance outcome.

INTELLECTUAL PROPERTY

Information contained in the Annual Report remains confidential until submitted to Parliament. The information must not be shared with other parties until the W&RSETA publishes the Annual Report.

The material supplied to compile the report and the annual report itself is the intellectual property of the W&RSETA. Thus, the intellectual property linked to all such material belongs to the W&RSETA in its entirety.

TECHNICAL EVALUATION

Technical Evaluation:					
Evaluation Criteria			Weighting		
1. Capacity to deliver			40 points		
2. Experience and Expertise			20 points		
3. Methodology and Approach			20 points		
4. Implementation Plan			20 points		
Total			100 points		
Minimum Requirements					
Evaluation Criteria	Technical Threshold 70%		Weighting		
Compliance Documentation	Submission Requirements:		0 point		
	Minimum Submission Requirements			Yes	No
	Bidder must complete the prescribed Standard Bidding Documentation				
	Bidder must be registered on Central Supplier Database (CSD) and must submit proof of registration				
	Bidder must submit one (1) hardcopy of the Compliant i.e., SBD1,3.1, 4,6.1. and GCC) Technical and Price Proposal				
<p>Note: Failure to complete and adhere to the minimum submission requirements will render your bid as non-responsive. The technical threshold for this bid is 70%. Bidders that fail to meet the 70% technical threshold, will not be considered for Price and Preference Evaluation.</p>					

Evaluation Criteria		Technical Threshold 70%	Weighting
Capacity to deliver		<p>Bidder must submit proof of five (5) reference letters or more of successfully completed projects in the compiling of Annual Reports. The reference letters must not be more than three (3) years old.</p> <p>0= (0) No evidence submitted 1= (10) Bidder provided proof of three (3) reference letters of successfully completed projects e.g., the public entity, private entity, or SETA. The reference letters must not be more than three (3) years old.</p> <p>2= (14) Bidder provided proof of four (4) reference letters of successfully completed projects e.g., the public entity, private entity, or SETA. The reference letters must not be more than three (3) years old.</p> <p>3= (20) Bidder provided proof of five (5) reference letters of successfully completed projects e.g., the public entity, private entity, or SETA. The reference letters must not be more than three (3) years old.</p>	20 points
Value	Weighting		
0	0 points		
1	10 points		
2	14 points		
3	20 points		

Evaluation Criteria	Technical Threshold 70%	Weighting										
	Submission Requirements:											
Capacity to deliver	<p>Bidder must submit evidence of detailed CVs of members who will be assigned to the projects including a</p> <ul style="list-style-type: none"> • Content writer, • Editor, • Project manager and • Graphic Designer with at least five (5) years' experience working within a public entity or SETA. <p>0= (0) No evidence submitted</p> <p>1= (10) Bidder provided evidence of detailed CVs of the Project Team outlining overall three (3) years' experience for the entire team.</p> <p>2= (14) Bidder provided evidence of detailed CVs of the Project Team outlining overall four (4) years' experience for the entire team</p> <p>3= (20) Bidder provided evidence of detailed CVs of the Project Team outlining overall five (5) years' experience for the entire team</p>	20 points										
	<table border="1"> <thead> <tr> <th>Value</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0 points</td> </tr> <tr> <td>1</td> <td>10 points</td> </tr> <tr> <td>2</td> <td>14 points</td> </tr> <tr> <td>3</td> <td>20 points</td> </tr> </tbody> </table>	Value	Weighting	0	0 points	1	10 points	2	14 points	3	20 points	
Value	Weighting											
0	0 points											
1	10 points											
2	14 points											
3	20 points											

Evaluation Criteria		Technical Threshold 70%	Weighting
Experience and Expertise		Bidder must provide detailed portfolio of evidence in line with the scope requirements with proof of in-house resources to deliver the scope	20 points
Value	Weighting		
0	0 points	0= No evidence submitted	
1	10 points	1= (10) Bidder provided detailed portfolio of evidence (three samples of previously completed Annual Report) of similar work successfully implemented for the past three years with proof of in-house resources to deliver the scope	
2	14 points	2= (14) Bidder provided detailed portfolio of evidence (four samples of previously completed Annual Report) of similar work successfully implemented for the past four years with proof of in-house resources to deliver the scope	
3	20 points	3= (20) Bidder provided detailed portfolio of evidence (five samples of previously completed Annual Report) of similar work successfully implemented for the past five years with proof of in-house resources to deliver the scope	

Evaluation Criteria	Technical Threshold 70%	Weighting										
<p>Methodology and Approach</p> <table border="1" data-bbox="86 458 421 682"> <thead> <tr> <th>Value</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0 points</td> </tr> <tr> <td>1</td> <td>10 points</td> </tr> <tr> <td>2</td> <td>14 points</td> </tr> <tr> <td>3</td> <td>20 points</td> </tr> </tbody> </table>	Value	Weighting	0	0 points	1	10 points	2	14 points	3	20 points	<p>Bidder must provide a comprehensive methodology and approach, demonstrating a good understanding of the requirements of the scope of services</p> <ul style="list-style-type: none"> • Content an Editorial • Production • Printing • Photographic services • Electronic Copies • Delivery <p>0= (0) No evidence submitted</p> <p>1= (10) Bidder provided a detailed Methodology and Approach in line with two to three of the required scope of services</p> <p>2= (14) Bidder provided a detailed Methodology and Approach in line with four to five of the required scope of services</p> <p>3= (20) Bidder provided a detailed and comprehensive Methodology and Approach in line with all of the listed scope of services required</p>	<p>20 points</p>
Value	Weighting											
0	0 points											
1	10 points											
2	14 points											
3	20 points											

Evaluation Criteria		Technical Threshold 70%	Weighting
Implementation Plan		<p>Bidder must provide a detailed and comprehensive project implementation plan in line with regulatory and proposed timeframes.</p> <ul style="list-style-type: none"> • WBS • Tasks/activities • Duration of tasks • Start and end date of activity • Task dependencies • Resource • Risk and mitigating actions plan • Milestones <p>0= (0) No evidence submitted</p> <p>1= (10) Bidder provided a detailed Project Implementation Plan in line with two to four of the items per the regulatory and proposed timeframes</p> <p>2= (14) Bidder provided a detailed Project Implementation Plan in line with five to seven of the items per the regulatory and proposed timeframes</p> <p>3= (20) Bidder provided a detailed and comprehensive Project Implementation Plan in line with the regulatory and proposed timeframes</p>	20 points
Value	Weighting		
0	0 points		
1	10 points		
2	14 points		
3	20 points		

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Wholesale and Retail SETA



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