



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF A SERVICE PROVIDER FOR THE LAYOUT AND DESIGN, EDITING AND PROOF READING OF THE 2023/24 ANNUAL PERFORMANCE PLAN AND TECHNICAL INDICATOR DESCRIPTION (TID) FOR THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (DPWI)

1. PURPOSE OF THE ASSIGNMENT

The National Department of Public Works and Infrastructure (hereinto referred to as the Department) seeks to identify an experienced company to provide layout and design editing and proof reading services of the 2023/24 Annual Performance Plan (APP) and Technical Indicator Description (TID).

2. BACKGROUND

The Governance Risk and Compliance branch is responsible for coordinating the development the Annual Performance Plan for the Department of Public works and Infrastructure. The finalised APP is a word version that still must be professionally, designed and laid out, but also edited and proof read. The Department requires the services of a company to provide professional editing, layout and design of the Annual Performance Plan in line with the corporate identity guidelines and language style of the Department.

The Department requires the completion of the work on the APP by the **28 February 2023**.

3. SCOPE OF THE ASSIGNMENT

The work entails –

- 3.1 Layout and design of the Annual Performance Plan and Technical Indicator Description (TID) **(200 pages)**.
- 3.2 Professional **proof reading** of the editing of the Annual Performance Plan and Technical Indicator Description **(200 pages)**.

4. EXPECTED OUTPUTS

The successful bidder will be required to do the following:

- (a) Layout and design;
- (b) Editing and proof reading of the DPWI APP and Technical Indicator Description (TID) in line with corporate identity guidelines and language style of the Department.

5. CONDITIONS OF CONTRACT

The conditions of contract applicable to this appointment will be the special conditions of contract stipulated in Section 8 of this document as well as General Conditions of Contract for Goods and Services.

6. FORMAT OF QUOTATION TO BE PROVIDED

The Service Provider (at own cost) must prepare and submit a quote as outlined below:

- All material submitted should be relevant to the subject matter.
- References related to layout, design, proof reading and editing of documents (such as proof of work done and printed material) can only be considered where such material is included in the Bidder's proposal.
- Proposals shall be submitted in English.

7. PROPOSAL SUBMISSION

The proposal must include (a) physical address of the business premises where editing facilities are housed at.

The proposal **must** also consist of the following:

- 7.1 A **schedule of work done** by the service provider below must be submitted alongside the proposal. The table below serves as an example of what basic information the "schedule of work done" must cover. **Failure to do so may disadvantage the service provider due to insufficient information for evaluation purposes.**

No.	Type of work done (Editing)	Type of document *(SP/ APP/ AR)	Quantity of documents produced	Year completion	Name of organisation for which the work was done	Name and telephone number of contact person in the organisation (Project Manager)
	Editing, proof reading, layout and design of an annual performance plan or an annual report	Strategic Plan/ Annual Report/ APP	3	In the last 5 years	Any (public or private company)	Ms Agnes Monyela 067 426 3617 012 406 1538

7.2 A well-documented **Project Execution Plan** including the time frames that have been specified for the following:

- (a) Editing timeframes;
- (b) Layout and design including timeframes.

7.3 Detailed **Project Costing Schedule** outlining the following:

Deliverable	Item	Unit of measure	Quantity	Rate	Total
Layout and design	DPWI 2023/24 Annual Performance Plan (APP) and Technical Indicator Description (TID)	Each	1		
Editing and proof reading	DPWI 2023/24 Annual Performance Plan (APP) and Technical Indicator Description (TID)	Each	1		
Total Cost					

All costs must be inclusive of value-added tax where applicable. The Project Costing schedule may be submitted on a separate quotation / as a separate attachment or filled in directly on the terms of reference.

8. SPECIAL CONDITIONS OF CONTRACT

The special conditions applicable to this project are outlined on the table below. Service Providers must indicate if they concur with the conditions by clearly completing the table. **Failure to complete the table may lead to disqualification. Any condition set by service providers will also lead to immediate disqualification should the Department deem it unacceptable.**

Condition	Concurrence		Reason / Comment (If any)
	YES (X)	NO (X)	
8.1. Editing, proof reading and layout and design of the Annual Performance Plan and Technical Indicator Description (TID).			
8.2. Service Provider must make resources available after hours and over weekends which must be included in the cost of this quotation. This will not be paid as an additional cost to the Department.			
8.3. Service Provider must have a minimum of 3 to 5 years' practical experience in editing, layout and design of Strategic Plans, APPs and/or Annual Reports.			
8.4. The service provider must have professional editor with the relevant editing qualifications.			
8.7 Service Provider must provide at least 3 contactable references and proof of work done.			
8.8 Copyright: All information generated, communication produced, and data acquired, designs and any other material produced under the auspices of this project remains the intellectual property of the Department.			
8.9 Confidentiality: The Service Provider will be bound by the same clause of confidentiality and code of ethics as applicable to officials of the Public Service.			
8.10 The Department will not be held responsible for any costs incurred by the bidder/s in the preparation and submission of the quotations.			

A.	Functionality criteria	Weight (%)
	Annual Reports. Submit company profile detailing company's experience: 5 years' and more experience 5 Points 4 years' experience 4 Points 3 years' experience 3 Points 2 years' experience 2 Points 1 year experience 1 Points Less than a year experience 0 Point	
3.	Successful completion of at least similar projects in the last 3 years. Provide reference letter or purchase order from previous work with contactable reference numbers: 5 or more projects completed in the last 3 years 5 Points 4 projects completed in the last 3 years 4 Points 3 projects completed in the last 3 years 3 Points 2 projects completed in the last 3 years 2 Points 1 project completed in the last 3 years 1 Point No completed projects in last 3 years 0 Point	30
	Total Weight	100

12. CONTACT DETAILS

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