



**THE NATIONAL CREDIT REGULATOR
NOVEMBER 2017**

**DESIGN, LAYOUT, PRINTING AND
DELIVERY OF THE ANNUAL REPORT FOR
2017/2018 FINANCIAL YEAR**

RFQ NUMBER: NCR455/11/17

DUE DATE: 5 DECEMBER 2017 @ 11h00

DELIVER AT:

127 15th ROAD, RANDJES PARK, MIDRAND

**TERMS OF REFERENCE FOR THE
DESIGN, LAYOUT, PRINTING AND DELIVERY OF THE
ANNUAL REPORT FOR 2017/2018 FINANCIAL YEAR**

1. Objective

The objective of this project is to produce and print the National Credit Regulator's Annual Report for the period 01 April 2017 to 31 March 2018.

2. Background

The National Credit Regulator is the regulatory authority established on 01 June 2006 in terms of the National Credit Act, 2005 with the mandate to promote and advance the social and economic welfare of South Africans, promote a fair, transparent, competitive, sustainable, responsible, efficient, effective and accessible credit market and industry, and to protect consumers.

3. Scope of work

The NCR is required, in terms of the Public Finance Management Act (Act 1 of 1999), as amended, to submit an annual report on the activities during the financial year ended 31 March 2018, including the audited financial statements for this period and the report of the auditors on those statements, to the following:

- Parliament
- National Treasury; and
- Department of Trade and Industry, the NCR's executive authority.

The annual report will be tabled in Parliament by the executive authority of the NCR, in accordance with the stipulations to this effect in the Public Finance Management Act, 1999. The NCR regards the publication of the annual report as a very powerful tool of communication to both internal and external audiences that is aimed at:

- Keeping all internal and external stakeholders informed about NCR's activities;
- Keeping the public informed on the NCR's progress in pursuing its mandate in terms of the National Credit Act;

- Engaging stakeholders on major policy changes and new activities; and
- Enhancing stakeholder understanding of NCR's operations, departments and divisions.

The successful service provider will be required to print, produce and deliver the NCR 2017/18 Annual Report, the format of which is as below (format may be amended according to DTI requirements):

- NCR Profile;
- Minister's Foreword;
- Accounting Authority's Report (Strategic Overview);
- Chief Executive's Report (Overview of departmental activities);
- Departmental Activities and Highlights;
- Structure of the NCR;
- Highlights of the reporting period;
- Operational Overview;
- Corporate Governance;
- Audit Report;
- Annual Financial Statements;
- Strategic Objective: performance Against Targets; and
- Annexure.

Within this overall structure, there may be several additional sections with detailed content.

4. Detailed specifications

(PLEASE PROVIDE QUOTATION BASED ON THE DETAILED SPECIFICATION BELOW)

Requirement	Specificati
Format	A4 – Portrait or Landscape
Pages	60 double-sided sheets/120 pages (Estimated)
Inside pages colour	Full colour throughout
Material – Cover	South African Recycled paper
Material – text	South African Recycled paper
Additional specifications	Bidder to suggest appropriate additional specifications for each suggested alternative
No of copies	180 Hard Copies and 50 CDs
Binding	Supplier to suggest two (2) possible alternatives and price accordingly.
Photography and photo shoot	<p># Supplier to provide an experienced Photographer with a proven track record to conduct a photo shoot.</p> <p># Supplier to provide samples of previous relevant work done by the photographer.</p> <p># Provide ideas for photography.</p> <p># Allocate a minimum of five (5) days to take photos (NCR Executive, management and staff).</p>
Delivery copies of the Annual Report	<p># Deliver 80 hard copies (part of the 100 copies mentioned above) and 3 CDs (part of the 50 CD copies mentioned above) to Parliament (address to be communicated to successful bidder) in Cape Town by the 1st of August 2018 (final date to be confirmed with successful bidder).</p> <p># The balance of 100 hard copies of the printed report and 47 CD copies should be delivered by the 3rd of August 2018 (final date to be confirmed with successful bidder) as follows:</p>

	<ul style="list-style-type: none"> • 10 hard copies and 1 CD each to the Dti and National Treasury offices in Pretoria the printed report and 2 CD copies (addresses to be communicated to the successful bidder). • Balance of hard copies and CDs to be delivered to NCR offices – 127, 15th Road, Randjespark.
Project Manager	<p># Supplier to designate/appoint a Project Manager who will manage the annual report process;</p> <p># The Project Manager will be the central point of contact for the NCR;</p> <p># The supplier will provide a project plan with amongst others a production schedule and timelines. This project plan will be managed by the Project Manager after it has been approved and confirmed by the NCR's Annual Report Project Team.</p> <p># Project Manager will work closely with the NCR's Annual Report Project Team;</p> <p># The Project Manager will provide a status report on a weekly basis and as and when required by the NCR;</p> <p># The Project Manager will work closely with the NCR-appointed Annual Report Writer and Annual Report Project Team</p> <p># Will ensure that all changes are tracked and effected with a version number of each mock-up copy printed until sign-off of the final report.</p>

5. The functionality criteria will be evaluated based on the following;

Requirement	Specification	Weights
Technical approach	<p>Approach to be followed for the assignment:</p> <ul style="list-style-type: none"> • A4 – Portrait or landscape • Full colour throughout • South African Recycled paper - 60 A4 double sided pages/120 pages (estimated) South African Recycled paper • Bidder to provide at least two samples of work already done similar to the NCR requirements. • Allocate a minimum of five (5) days to take photos 	25
Human resources	<ul style="list-style-type: none"> • Does the bidder allocate a Project Manager who will ensure that all draft changes are tracked and effected with a version number of each mock-up copy printed until sign-off of the final report? • Bidder to provide proof reading and spelling checks on all versions until sign-off of final report for print. 	30
Past Experience/ Track Record	<ul style="list-style-type: none"> • Company Profile • Proven track record of Annual Report production for a Public Sector entity • List of entities already serviced • References 	25
Ability to do required copies	80 copies and 3 CDs delivered to the Parliament in Cape Town by the 01 August 2018 (Estimated date of submission final date to be confirmed). The balance of 220 copies of the Annual Report and 47 CDs to be delivered to the DTI and National Treasury offices in Pretoria and NCR offices in Randjespark (quantities to be communicated).	20
GRAND TOTAL		100

Bidders are required to score a minimum of 70% points on functionality to qualify to be evaluated in the next level (BBBEE and price). Bidders who do not score the minimum of 70% points on functionality will be disqualified and not be evaluated on price and BBBEE.

Bidders are required to submit a prototype/sample of the Annual Report as per the specifications provided by the NCR (this prototype/sample could have been produced previously).

It is important to note that the estimated submission date of the 2017/18 annual report to Parliament is 01 August 2018 (final date to be confirmed). Bidders will therefore have to consider this date and make allowances for the deadline in the project plan when submitting their proposals.

6. Additional information

- Brief company profile, as relevant to the above mentioned terms of reference;
- Experience in the relevant areas;
- Clientele;
- A proposal including methodology;
- Qualifications and experience of all team members, highlighting their competency relevant to this exercise;
- Confirmation that the proposed team members will in fact be available to undertake this exercise at the appropriate time and meet the necessary deadlines;
- The proposal should contain a project plan, showing tasks, timelines; production schedule etc.;
- Contact details of at least three referees from amongst recent clients with whom similar work has been conducted in the past six (6) months;
- Certificate of incorporation/legal status;
- Proof of CSD registration;
- Financial proposal; and
- Provision of samples of previous Annual Reports for a public sector and/or public sector financial entity produced and printed by the supplier as evidence of the suppliers experience as per NCR's specifications.