



**THE NATIONAL CREDIT REGULATOR  
NOVEMBER 2017**

**DESIGN, PRINTING AND DELIVERY  
OF THE 5 YEAR STRATEGY PLAN &  
3 YEAR ANNUAL PERFORMANCE PLAN  
REPORT TO PARLIAMENT**

**RFQ NUMBER: NCR456/11/17**

**DUE DATE: 5 DECEMBER 2017 @ 11h00**

**DELIVER AT:**

**127 15<sup>th</sup> ROAD, RANDJESPARK,  
MIDRAND**

**TERMS OF REFERENCE  
FOR THE DESIGN, PRINTING AND DELIVERY OF THE 5 YEAR  
STRATEGY PLAN & 3 YEARS ANNUAL  
PERFORMANCE PLAN REPORT TO PARLIAMENT**

**1. Objective**

The objective of this project is to produce and print the National Credit Regulator's 3-year Annual Performance Plan and 5-year Strategic Plan for the next fiscal year.

**2. Background**

The National Credit Regulator (NCR) is required in terms of Section 10 (1) of the Monetary Bills Amendment Procedure and Related Matters Act, No.9 of 2009 to submit its Strategic Plans for adoption in Parliament. The NCR is therefore required to submit its 3-year Annual Performance Plan and 5-year Strategic Plan to Parliament for the next fiscal year approval framework.

**3. Scope of Work**

The successful service provider will be required to:

- Design and propose a template of the required document for approval by the NCR using the entity's established corporate identity
- Print 130 hard copies of the report in the approved format that contains a number of sub-sections including, but not limited to:
  - The organisational strategic overview
  - The strategic alignment of government and DTI priorities
  - The financial plan
  - The strategic risk register
  - The Fraud Prevention Plan
- Provide an electronic copy of the final approved and printed report saved on 3 (three) compact discs (CDs).
- Deliver 80 hard copies (part of the 160 copies mentioned above) and 1 CD (part of the 3 CD copies mentioned above) to Parliament in Cape Town by the 9<sup>th</sup> February 2018 (final date to be confirmed with successful bidder).

- The balance of 80 hard copies of the printed report and 2 CD copies should be delivered by the 12<sup>th</sup> February 2018 to addresses as directed by the NCR (final date to be confirmed with successful bidder).

#### 4. Detailed specifications

Service providers are required to submit their quotations based on the details specified below:

Requirement	Specification
<b>Format</b>	A4 – Portrait or Landscape
<b>Pages</b>	Estimated at 100 double-sided sheets or 200 pages
<b>Inside pages colour</b>	Full colour throughout
<b>Material – Cover</b>	South African Recycled paper
<b>Material – text</b>	South African Recycled paper – “Non-glossy”
<b>Additional specifications</b>	Bidder to suggest appropriate additional specifications for each suggested alternative
<b>Number of printed copies</b>	160 Hard Copies
<b>Electronic copies</b>	3 CD copies
<b>Binding</b>	Supplier to suggest possible alternatives and price accordingly.
<b>Project Manager</b>	<ol style="list-style-type: none"> <li>1. Ensure that a suitable resource is allocated to the project to ensure that all changes to the draft are tracked and effected.</li> <li>2. A version number of each draft copy must be updated and saved.</li> <li>3. Coordinate all processes until final version is approved, printed and delivered.</li> </ol>
<b>Time Frames</b>	<ol style="list-style-type: none"> <li>1. The draft document will be submitted to the service provider by <b><i>the first week of January 2018.</i></b></li> </ol>

	<p>2. Final printed copies and electronic copies (CDs) to be delivered as follows:</p> <p>3. <b><u>By 9<sup>th</sup> February 2018:</u></b> 80 hard copies and 1 CD delivered to the Parliament in Cape Town: <b>Parliamentary Office, 6<sup>th</sup> Floor, 120 Plein Street, Cape Town, marked for the attention of Saroj Naidoo by the above mentioned date. (Final date to be confirmed with successful bidder).</b></p> <p>4. <b><u>By 12<sup>th</sup> February 2018:</u></b> 10 hard copies to Public Entity Oversight (<i>Dti</i>) in Pretoria. (address and recipient details to be provided). <b>(Final date to be confirmed with successful bidder).</b></p> <p>5. <b><u>By 12<sup>th</sup> February 2018:</u></b> 10 hard copies to The National Treasury in Pretoria. (Address and recipient details to be provided). <b>(Final date to be confirmed with successful bidder).</b></p> <p>6. <b><u>By 12<sup>th</sup> February 2018:</u></b> 60 hard copies and 2 CDs to The National Credit Regulator – <b>127, 15<sup>th</sup> Road, Randjespark in Midrand. (Final date to be confirmed with successful bidder).</b></p>
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**Additional Requirements:** *This assignment is being undertaken against very tight deadlines. Bidders must take into account these tight deadlines and must be prepared to work around the clock (possibly even overnight) to ensure that the document is printed and delivered on or before the specified deadline. The first draft of design needs to be presented 1 week after the appointment of the preferred supplier. Bidders must have a proven dedicated resource and capacity to deliver on or before the specified deadline.*

##### 5. **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 APP 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.