



TERMS OF REFERENCE

BOOKKEEPING COURSE DESIGN ELEMENTS

Advertisement Date: 17 January 2022

Closing Date: 31 January 2022

Closing Time: 17:00 pm

1. BACKGROUND

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in term of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

The core objectives of the SABFS are to:

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriffs’ profession; and
- To provide overall Policy directives.

2. OBJECTIVES

The SABFS invites suitably qualified service providers to submit their proposals to render design elements for the Bookkeeping Course. The objective is that the select/preferred company will provide the SABFS with options for design of the learning material cover, social media and website banners. This will assist the SABFS with effective and aggressive marketing of the course to the profession accurately and timeously.

SCOPE OF WORK

The service provider will be expected render quality designs administered by qualified staff. Below are the elements required to perform the tasks on this project.

2.1. DELIVERABLES

2.1.1. The service provider should produce efficient and high-quality services in the following areas.

- a) Bookkeeping Learning Material Book Cover
 - Design ONLY the front back and spine cover of the book
 - Print will be A4
 - The book will be Purr-bound
 - Probable A3 wrap around (provide for the spine)
 - Must cover 98 pages of content
 - Full Colour
 - Matte finish
 - Design should be inline with bookkeeping or accounting themes
 - The SABFS logo must be the prominent logo despite using the Gawie le Roux logo
 - Final artwork must be shared in PDF for high resolution printing
 - Open files / finished artwork must be supplied to the SABFS on completion of the work

- b) Advertising material in line with the design of the front cover
 - Emailer/Save the Date (copy will be shared)
 - Social Media electronic banners/posts (Facebook & Twitter – correct sizes)
 - Website Slider (sizes 960x417 OR 1920x1080)
 - Holding Page/Welcome Note – for webinar
 - Holding Page/Thank you Note – for webinar
 - The SABFS logo must be the prominent logo despite using the Gawie le Roux logo

***These graphics will include the Gawie le Roux Institute's logo

***All content/copy will only be shared with the selected service provider

2.2. EVALUATION CRITERIA

2.2.1. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal will be given a technical score.

Criteria	Points
Company experience in provision of the required services including specialised skills, expertise, and value-added services	60
Qualifications and experience of team members	40
TOTAL	100

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on technical criteria as listed above.

2.2.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

2.2.3. Supervision

The successful service provider will be regularly in contact with the communications manager whenever applicable.

2.2.4. Completion Criteria and Payment

- a) Payment will be made based on an agreement between the SABFS and the successful bidder.

2.2.5. Pricing Schedule

The following cost table should be utilised to submit the cost proposal:

Item	Quantity	Unit Price in (R)	Total Price in (R)
<u>Additional Costs</u>			
VAT			R
TOTAL AMOUNT			R

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

3. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents:

- a) Company profile
- b) Certificate of Registration
- c) Valid and original tax clearance certificate at the time of bid closing (bidders must ensure that their tax status is always compliant as failure to do so will result in an automatic disqualification)
- d) Valid and certified B-BBEE certificate/Sworn Affidavit (Not Compulsory – only used for claiming B-BBEE Points)
- e) List of two referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- f) Proof of banking details.
- g) Pricing Schedule
- h) Declaration of Interest

NB:

- Please note that the above requirements are mandatory and MUST accompany the proposal.*
- Non-compliance with the above mandatory submissions will lead to a disqualification.*
- Proposals must be properly indexed.*

4. All enquiries relating to the tender must be communicated in writing only by no later than 12h00 on the 27 January 2022. All written communication should be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: SABFS0013/2021 – Bookkeeping Course Design Elements
5. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and
6. Each applicant is required to submit one (1) Softcopy to proposals@sheriffs.org.za, no later than the stipulated closing date and time.
7. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.