



TERMS OF REFERENCE

DESIGN OF ANNUAL REPORT 2022

Reference Number: SABFS009/2022

Advertisement Date: 06 June 2022

Closing Date: 20 June 2022

Tender Type: Public

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 and experienced service providers to submit their proposals for designing the organisation’s 2022 Annual Report. The objective is that the selected/preferred company will provide the SABFS with creative designs of the Annual Report artwork of the approved Annual Report.

3. SCOPE OF WORK

The South African Board for Sheriffs require the services of a vendor who will provide quality design artwork through qualified professionals. Below are the elements required to perform the tasks on this project.

3.1. DELIVERABLES

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

- a) Design of the SABFS Annual Report for 2022
- b) Design an emailer depicting the front cover of the Annual Report, for distribution
- c) Design social media banners (Facebook: 1200 x 630 pixels and Twitter: 1600 x 900 pixels)
- d) Design a website slider / banner in line with the emailer design (960-pixel x 420 pixel)
- e) Provide detailed hourly rates for design & layout. Overall price to include VAT.
- f) The Service Provider needs to take full responsibility overseeing to the quality of the layout
- g) Work in close collaboration with the Training and Communications Manager.
- h) Need to be available for meetings to discuss progress and changes to the report as required.
- i) You are required to provide 3 design and layout concepts in line with a theme, determined by the Board. Due 30 June 2022
- j) You are required to allow for at least 7 sets of changes.
- k) The Annual Report is an A4 size publication containing approximately 100 pages which includes approximately 60 pages of financials.

Notes:

- a) The selected service provider must ensure that the SABFS' Corporate Identity is adhered to.
- b) Must allow for additional edits as and when required.
- c) Submission of three design and layout concepts due on 30 June 2022
- d) Revised design and layout concepts due on 07 July 2022
- e) Edited copy to be submitted by SABFS on 11 July 2022
- f) Edits/Amendments of drafts to commence between 11 July – 22 August 2022
- g) Final approved version due 22 August 2022

3.2. EVALUATION CRITERIA

3.2.1. 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.

3.2.2. 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

3.2.3. Supervision

The successful service provider will be regularly in contact with the Training and Communications Manager whenever applicable.

3.2.4. Completion Criteria and Payment

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

3.2.5. Pricing Schedule

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

Item	Quantity	Unit Price in (R)	Total Price in (R)

Additional Costs			
VAT			R
TOTAL AMOUNT			R

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

4. 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.
5. All enquiries relating to the tender must be communicated in writing only by no later than 12h00 on the 20th June 2022. All written communication should be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: SABFS0009/2022 – 2022 Annual report design.
 6. 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
 7. Each applicant is required to submit one (1) Softcopy to proposals@sheriffs.org.za, no later than the stipulated closing date and time.
 8. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.