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| **ENGINEERING COUNCIL OF SOUTH AFRICA** |  |
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| **Request for Proposal (RFP) for the design and production of the ECSA Annual Reports for the 2020/21 - 2022/23 - Financial Years and any related services** |
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| **Unique Identifier: ECSA/RFP02/2021** |  | **Date: 18 February 2021** |

***(PRIVATE & CONFIDENTIAL)***

REFERENCE NUMBER: **ECSA/RFP02/2021**

Issue date: **18 February 2021**

Submission closing/due date: **12 March 2021 (FRIDAY) Time**: **12H00**

The Engineering Council of South Africa (ECSA) is a statutory body established in terms of the Engineering Profession Act (EPA), 46 of 2000. Its primary role is to regulate the engineering profession. Its core functions includes, accreditation of engineering programs, evaluation of engineering qualifications, registration of persons as professionals and in specified categories, maintenance of registration through Continuing Professional Development (CPD) and the regulation of the conduct of registered persons.

ECSA Business Approach and Values

Our approach is to meet and exceed stakeholder requirements by ensuring that:

* All applicable laws and regulations are observed;
* There is a risk based approach in the development and management of business processes and systems;
* We continually improve our processes and systems in line with changing environments; and
* Our values are embedded in all that we do. `
* Our business approach is a license to provide services and/or products to ECSA.

It is therefore required of our external providers to observe, embrace and uphold ECSA value system.

# INRODUCTION

The Engineering Council of South Africa (ECSA) is a statutory body established in terms section two of the Engineering Professions Act,46 of 2000. ECSA is required in terms of the Act to prepare an Annual Report and financial statement and present to the Minister of Public Works and Infrastructure (DPWI) and the Council for the Built Environment (CBE). Accordingly, ECSA seeks to appoint a service provider for the full production of the annual report for the three financial years. The intended audience for the Annual Reports includes but is not limited to Government, the Minister of Public Works and Infrastructure, the Portfolio Committee on Public Works, CBE, engineering practitioners, industry, members of the public and Institutions of Higher Learning.

# ASSIGNMENT SPECIFICATIONS

The quote should make provision for:

**2.1 Production Management**

The full production and management of the Annual Report must be quoted on the following elements:

Design;

Layout;

Proofs to final sign off;

Editing services and;

Sourcing of images to be included in the report.

**2.2 Design / design development/concept (3 concepts)**

The development of a unique design appropriate to ECSA and the engineering profession. The cost estimate of the design and development should be included.

## The design concepts and themes need to position ECSA as:

## Forward-thinking,

## Advocate of superior engineering standards for the advancement of the country (public safety, health, water, sustainable infrastructure)

## Modern and professional

## Thought-leader

## Trusted advisor in engineering matters

## 2.3 Artwork / formatting / layout

The cost estimate for formatting text into print-ready artwork to be calculated. The Annual Report will contain text, photographs, illustration tables, graphics, figures and pie charts.

**2. 4 Printing**

**Estimated Number of pages**

Full colour text on a 130gsm, and cover on a 300gsm. Matt laminated one side and perfect bound.

The estimated number of pages is 150 pages.
Print quantities: 60 copies

1. **PRE-QUALIFICATION CONDITIONS**

• A minimum of five (5) years of experience in Annual Report production.

• The full production of the annual report should be done in-house.

* Bidders with BBBEE Status of level 3 and higher will be considered.

• Previous annual reports done for clients must be submitted with the proposal.

# ANTICIPATED CONTRACT PERIOD

The contract period is fixed for the period between April 2021 and August 2023 (dates may be adjusted). Timelines will be supplied to the recommended service provider, which will not be varied and will be subject to penalties if not adhered to, the highlighted dates are the most important and critical ones for the service provider.

1. **TAX CLEARANCE CERTIFICATE**

**5.1** An original, valid Tax Clearance Certificate issued by the South African Revenue Services certifying that the taxes of the bidder are in order must be submitted at the closing date and time of bid.

**5.2** Failure to submit the original, valid Tax Clearance Certificate will result in the invalidation of the bid.

**5.3** Copies and/or certified copies of the Tax Clearance Certificate will not be accepted.

**6. SUBMISSION OF BIDS**

**6.1** Bidders must submit the bid in hard copy format (paper document) before the closing date and time. Bidders are required to submit **one (1) original plus one (1) copy of the bid documents**. (clearly marked).

TWO ENVELOPES SYSTEM will be employed i.e a separate envelope for **Quality/Technical proposal** and another envelope for **Pricing, SBD forms, Tax clearance certificate & BBBEE**

**6.2** The bid should be submitted in a sealed envelope or suitable cover on which the

name and address of the bidder, the bid number and the closing date must be clearly

endorsed and must be submitted or placed in the ECSA Tender Box at Reception, 1st Floor Waterview Corner, 2 Ernest Oppenheimer Avenue, Bruma, Johannesburg or post to: Private Bag X691, Bruma, 2026.

* 1. Engineering Council of South Africa (ECSA) may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information within 48 hours after the request has been made, otherwise the bidder may be disqualified. Short-listed bidders **may** be invited to make a presentation on their proposals at their own cost.

**6.4** A comprehensive company profile of the Service Provider shall be attached as an

addendum to the response. The profile shall contain at least the following information:

- Company size and structure

- Submission of a list of contactable references of corporate clients, (listing contact name, address, telephone, fax and email address) where the bidder has rendered a service in the last five (5) years (either as individual firms or as the bidding consortium).

**7. LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where applicable, be returned unopened to the bidder.

**8. COUNTER CONDITIONS**

Bidders’ attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

**9. FRONTING**

**9.1** ECSA supports the spirit of Broad-Based Black Economic Empowerment an recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background ECSA condemns any form of fronting.

**10. SUPPLIER DUE DILIGENCE**

ECSA reserves the right to conduct supplier due diligence prior to final award of the

contract or at any time during the contract period. This may include site visits.

**11. COMMUNICATION**

**11.1** Supply Chain Management may communicate with bidders where clarity is sought after the closing date of the bid and prior to the awarding of the contract, or to extend the validity period of the bid, if necessary.

**11.2** Any communication to any official or a person acting in an advisory capacity for ECSA in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.

**11.3** All communication between the bidder and Supply Chain Management Office must be done in writing.

# 12. EVALUATION CRITERIA

The submitted proposals will be evaluated in two stages:

**Stage 1: Quality/Technical**

Bidders that score 70 or less out of 100 points for functionality will be considered as submitting a non-responsive bid and will be disqualified.

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|  | **Description of functional/quality area** | **Weight** |
| 1 | Availability of resources and skills to deliver the service: number of staff involved in the project  team’s competency and years of experience  | 30 |
| 2 | Overall performance on previous contracts of a similar nature: number of company’s years of experience  number of clients copies of previous work done to assess the quality of work previously produced  | 20 |
| 3 | Company’s infrastructure and capacity to deliver:  | 20 |
| 4 | Demonstrate understanding of ECSA’s requirement, proposed methodology to be used and ability to meet timelines | 30 |
|  | **Total** | **100** |

**Stage 2: Price & BBBEE Preference points**

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework.

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| **Price** | : | 80 points |
| **Preference (BBBEE)** | : | 20 points  |
| **Total** | : | 100 points |

The evaluation is based on price (80 Points) and BBBEE (20 Points) preferential point system, and you are required to indicate if the price (s) will be firm for the duration of the contract.

# 12. CONTACT DETAILS FOR SCM RELATED QUERIES

Mr. Otto Mabugana email: otto@ecsa.co.za, 011 607 9505

1st Floor Waterview Corner Building

2 Ernest Oppenheimer Avenue

Bruma Lake office Park

Johannesburg

# 13. TECHNICAL ENQUIRIES

Enquiries relating to this proposal should be directed to Ms Millicent Kabwe on millicentk@ecsa.co.za or on 011 607 9542