

MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)
TERMS OF REFERENCE
DESIGN, LAYOUT AND PRINTING OF MGSLG 2023/24 ANNUAL REPORT

1. BACKGROUND

The Matthew Goniwe School of Leadership and Governance (MGSLG) is a Not for Profit Company established in 2002 to research, develop and deliver cutting-edge capacity-building programmes in **school management & leadership, school governance and teacher development**. Its mandate is capacity building of School Management Teams (SMT), School Governing Bodies (SGB), Representative Council of Learners (RCL), Teachers and other stakeholders in Education.

2. PURPOSE

MGSLG wishes to engage the services of a suitably qualified and experienced media management, strategic content development and design specialist to develop MGSLG's Annual Report for the 2023/24 Financial Year. Therefore, MGSLG would like to invite suitably qualified service providers to submit proposals for:

Editing, layout, design, and printing of the Annual Report for the 2023/24 Financial Year

3. SCOPE OF SERVICES

3.1 Concept Design and Layout (In line with MGSLG's Corporate Identity Manual and branding guidelines);

3.1.1 Design to be related to education and further illustrate MGSLG's vision, mission and values.

3.1.2 Information in the report is to be presented in graphs, tables, and images to make it more interesting.

BOARD OF DIRECTORS:

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EDUCATE. EMPOWER. INNOVATE

- 3.1.3 Must look attractive, professional, and interesting.
- 3.1.4 Design and typesetting will be done on edited and approved text, with at least three (3) designs to be forwarded to MGSLG to choose from.
- 3.1.5 The service provider is expected to design graphical displays and infographics (based on information provided by MGSLG) and any other illustrations that may be necessary.
- 3.2 Scanning in of signatures where required.
- 3.3 Integration of Audited Financial Statements and Auditors Reports into the Annual Report
- 3.4 Reproduction (colour proofs, PDF print-ready copy)
- 3.5 PowerPoint Presentation design from the report design
- 3.6 Design and print 1 500 x Annual Report and Folders for the report.
- 3.7 Providing the Annual Report in a format for the website and PDF Format for sending via email.

4. OUTPUTS AND DELIVERABLES

- 4.1 Creatively design the concept of the Annual Report.
- 4.2 Laid-out Annual report with graphs and tables referred to in 3.1.2 and additional photos and graphics relating to their content; these may be sourced externally or from the MGSLG photo database.
- 4.3 Integration of MGSLG Audited Financial Statements and Auditors Report into the Annual Report.
- 4.4 Scan in signatures where required.
- 4.5 Submit proofs for MGSLG to check and verify – allow for five to six sets of authors' changes.
- 4.6 Print 1 500 copies of the Annual Report and Folders
- 4.7 Provide a PDF copy of the Annual Report for sending via email and
- 4.8 Provide a copy of the Annual Report in a format suitable for uploading on the website.
- 4.9 Provide a PowerPoint design for the Annual Report

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DELIVERABLES AND TIMEFRAMES

Deliverable	Activity	Timeframes
A. Concept Design Proposal	<p>An innovative design and layout of the publication</p> <ul style="list-style-type: none"> • Concept Design 	4 September 2024
B. Design, Layout and Production	<ul style="list-style-type: none"> • Layout (report is about 100 – 130 pages laid out) • Typesetting • Incorporation of photos and signatures • Copyright, col lasers, etc. • Incorporation of the Annual Financial Statements • Allow for five to six sets of authors' changes. • Colour proofs 	4-13 September 2024
C. Printing	<p>Printing of the Annual Report:</p> <ul style="list-style-type: none"> • Printing – 30 (for AGM) Report + Folders • Powerpoint Design <ul style="list-style-type: none"> • Final Mass printing – 1 500 • Folders – 1 500 • Paper stock text - 150gsm • Cover - 300 gsm matt 	<p>20 September 2024</p> <p>04 October 2024</p>
D. Post-Print	<ul style="list-style-type: none"> • PDF print ready copy • Annual report in an Adobe Flash Reader format for website uploading 	04 October 2024

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5. PROPOSALS

Proposals/Quotations should be submitted to supply chain management unit on or before **4 September 2024, 11h00.**

The quotation should be accompanied by at least 3 samples of Annual Report design concept illustrating the service provider's interpretation of MGSLG's performance. The 8-page, concept should contain the following:

Page 1: Illustration of the front outside cover

Page 2: Illustration of what the Board of Directors profile will look like, photographic and layout styles to be used. (1 page)

Page 3: Illustration of what the chief executive officer's report will look like (1 page)

Page 4: Illustration of what the chief financial officer's review will look like (1 page)

Page 5: Illustration of what the business unit reports will look like (one unit report is sufficient)

Page 6: Illustration of what the financial statements will look like (1-2 pages)

Page 7: Illustration of what the Human Resources section will look like (1 page)

Page 8: Illustration of the outside back cover

6. EVALUATION

The evaluation will be conducted in the following stages:

Stage 1 : Mandatory documents

Bidders must attach the following mandatory returnable documents in order to be considered for this bid:

- a) Original and valid tax clearance or Printed copy tax clearance certificate accompanied by a pin for further verification.
- b) Certified ID(s) copies of company director(s).
- c) Certified Proof of company registration.
- d) Proof of registration on National Treasury Central Supplier Database (CSD), the CSD report should not be older than 1 month.

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- e) Company municipal rates, electricity or water account not older than three months, proof of residential lease or rental or sworn affidavit if the business operates at a place of residence.
- f) Completed and signed Standard Bidding Document (SDB) attached in the tender document.
- g) Proof of company banking details e.g. bank letter with bank stamp, Company bank statement, code rating letter from the bank, the evidence must not be older than three months.

Stage 2: Functionality

Proposed designs will be evaluated and scored out of a possible 10 points.

The designs must illustrate the bidders ability to fulfil the scope of services as outlined in section 3 of the RFP – focusing on 3.1.1 – 3.1.5

Stage 3: Tender pricing and specification goals.

Proof of Specific goals on Ownership will be confirmed using the following documents namely:

- a) CIPC documents,
- b) Certified copy of valid B-BBEE certificate,
- c) Copy of Identity document

In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and its regulation of 2023, responsive bids will be adjudicated by MGSLG on the 80/20 – preference point for Broad-Based Black Economic Empowerment in terms of which points are awarded to bidders on the basis of:

6.1 The bid price (maximum 80 points)

6.2 Broad-Based Black Economic Empowerment as well as specific goals (maximum 20 points)

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Preferential points will be allocated as per tables below:

Specific goals				
	Black Ownership	Black Woman	Black Youth	Township
100% Ownership	8	4	4	4
51% - 99%	4	2	2	2
50% - 31%	2	0	0	0
Below 31%	0	0	0	0

NB. MGSLG is not obliged to accept the lowest quotation.

7. BRIEFING SESSION

The will be no briefing session, however, enquiries can be sent to procurement@mgsl.co.za.

8. COMMUNICATION

Supply Chain Management (SCM) Unit will communicate with service providers for, among others, to seek clarity or to obtain information. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any official or representative of MGSLG in respect of this request for proposal/quotation between the closing date and the awarding is prohibited.

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MGSLG reserves the right to arrange contracts with more than one contractor. MGSLG reserves a right to withdraw, cancel or not to award this request for proposals.

9. CONTACT DETAILS

MGSLG Supply Chain Management, Physical Address: 40 Hull Street, Vrededorp, Johannesburg. For general and technical enquiries: procurement@mgsl.co.za

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