


Requesting Office: Magalies Water Vaalkop Plant	
Contact Person: Evans Maluleke	
Contact Numbers: 012 277 1452/1290	
Facsimile:	RFQ – 10017572
E-mail address: evansm@magalieswater.co.za	

DATE ISSUE: 02 August 2022

CLOSING DATE: **10 August 2022**

PLACE OF DELIVERY: **38 Heystek Street**

Rustenburg

0300


For More information/query email: evansm@magalieswater.co.za or call 014 597 4636

Item No.	Description/Specification	Quantity
1	ANNUAL REPORT	1
	REQUEST FOR QUOTATIONS ANNUAL REPORT 2021/22 DEADLINE: 10 AUGUST 2022 @ 16:00	

1. Introduction & Background

Magalies Water (MW) is a Water Board, established under Section 28 of the Water Services Act, 1997 (Act 108 of 1997 as amended, WSA) which provides for the right of access to the basic water supply and the right to basic sanitation services. According to the Public Finance Management Act (Act No. 1 of 1999 as amended), it is classified as a schedule 3B State-owned Enterprise (SoE) and derives its mandate from the Department of Water & Sanitation.

The mandate of Magalies Water is to provide water services in terms of Section 29 and 30 of the Water Services Act which provides for the establishment of Water Boards and defines their primary and secondary function respectively.

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The service area of Magalies Water is determined by the Minister in the Pienaars River and Crocodile River catchments. Also, as a Water Board, Magalies Water contributes to the socio-economic development of its service areas by providing and supplying bulk potable water services to Water Authorities, Water Service Institution and other users in some parts of the North West Province, Limpopo and Gauteng Province.


The Head Office of Magalies Water is in Rustenburg.

In South Africa, Water Boards play an integral part of advancing achievement of water services delivery targets as set by government. Therefore, the role of MW in the water value chain, is to abstract, purify and supply potable water to Water Authorities, Water Service Institutions, and other users. Critical to the Water Board's central role is to manage the entities, sustainably.

2. Scope of Work

Magalies Water is required in terms of the Public Finance Management Act (Act 1 of 1999) as amended, to submit an Annual Report on the activities of the entity during the financial year ended 30 June 2022, including the financial statement of the entity after those statements have been audited; as well as once the Auditor General's Report on those Statements would have been received. As such Magalies Water requires the following services:

- Design and layout and printing of the Annual Report
- Proofreading and Editing of the Annual Report
- Propose three designs for the overall look and feel, for which Magalies Water will choose the best option.
- Printing of covers and inside pages according to the approved design that would include appropriate formatting of the content and agreed upon paper quality and types.

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- Paper material – Outside cover – matt laminated; 300gsm; inclusive of UV spot varnish
- Paper material – inside pages – 135gsm matt; HiQ
- Binding – Pur binding
- Quantity- 100 copies including 30 USBs
- Provision of five (5) Mock hard copies with actual design, look and feel as well as dimensions and finishing for EXCO and Board approval before going on full capacity production of the Annual Report. Professional Photography for 20 x head and shoulders photos of EXCO and Board members.
- Presentation of the final draft to EXCO for comments and inputs
- The final Magalies Water Annual Report to be in full color and delivered by the 21st of October 2022.

The above needs to be read closely with the Summarised Technical Specification later in this document.

3. Description of the Services Scope Brief

Below is a high level / minimal expectation of the final Reports outlook. Service Providers can propose an innovative approach that could give better product.

3.1 Editing Services


3.1.1 Edit grammar and spelling on the content of the proposed Annual Report.

3.1.2 Proof reading – 10 x proof reading required for ±200 pages A5 square landscape (210mm x 210mm) document. Estimated number of words - ***To be shared at the compulsory virtual briefing meeting***

3.2 Layout and Design Information

3.2.1 Number of pages – not exceeding 200. The 200 includes graphics (graphs/ charts/maps/figures)

3.2.2 Size – A5 square landscape (210mm x 210 mm)

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3.2.3 Graphics – designs of graphs and graphics to be included

3.3 Printing Specification

3.3.1 Outside Covers - full colour both sides gloss; 300gsm

3.3.2 Inside pages – printed full colour on 135gsm matt; HiQ

3.3.3 Binding – section sewn & perfect bound (pur binding)

3.3.4 100 hard copies

3.4 Delivery Date

3.4.1 Design Concept of cover and overall look and feel – **16 August 2022**

3.4.2 First draft editing – editorial amendments on word document **22 August 2022**

3.4.3 Second – editorial amendments on word document – **26 August 2022**

3.4.4 Third – editorial amendments on word document – **31 August 2022**

3.4.5 First designed colour proof – **02 September 2022**

3.4.6 Second designed colour proof – **08 September 2022**

3.4.7 Final designed colour proof and **16 September 2022**

3.4.8 Fourth – editorial amendments on word document/editable design – **16 September – 10 October 2022**

3.4.9 Sign-off printer's proof – **12 October 2022**


3.4.10 **Printing – 14 – 20 October**

3.4.11 **Delivery Date** to Magalies Water Head Office Rustenburg – **21 October 2022**, time 11h00 am.

4. Project Lead Timelines Summarised

In terms of the milestones, the draft Annual Report should be provided to EXCO for approval before the **Audit Committee Meeting on 16 August 2022** in preparation for submission to the **Board of Magalies Water on 29 September 2022 for final approval.**

The final Annual Report will have to be delivered to the National Assembly (Cape Town) **by the 31 October 2022.**

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These Board Meetings' dates might be tighter but all will be firmed up with the successful Service Providers.

5. Request for Proposals

MW hereby invites Service Providers to submit Quotations to, including disbursements, edit, layout, design and print the Annual Report for the Financial Year (FY) 2020/21. Service Providers are requested to itemize costs of service as well as the hourly rates of all individuals that will work on the project.

The Annual Report is to be written in Magalies Water's business language (English). Ability to understand the language used to be backed up by CVs of the Professionals with expertise in formatting / editing / representation of information to be provided for the Annual Report.

6. Proprietary Information

The information provided to the Service Providers for the Request for Quotations (RFQs) shall remain the intellectual property of Magalies Water. Information shared shall be kept confidential by the Service Providers including all Officials including their employees, agents and representatives the organisations. The Service Providers shall obtain written consent of MW prior to making any disclosures or publications or advertisements that make reference to this specification or related information, be it in part or as a whole. This applies regardless of whether the recipient of this RFQ call would have responded or not.

The Service Provider shall cede to ownership of the end product format, look and feel / format and the latter shall become a property of MW that shall not be duplicated without the copyrighting process of authorisation.


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7. Specifications

7.1 Technical specifications Consolidation

While the Service Providers may recommend additional content or items to be incorporated in the scope of the works, the Quotations should fully address and respond to each of the following technical requirements:

Item	Description	Service Providers to explain/describe	Service Providers to provide
Cover Page Design / Layout and Presentation	<ul style="list-style-type: none"> ▪ Design and layout for the cover page and content pages. ▪ Draft samples of the cover page of the Annual Report in full colour is required ▪ Number of pages not exceeding 200 including Cover. ▪ Incorporate the audited financial statements from the AGSA. ▪ Artwork, colour schemes aligned to Corporate Identity Manual ▪ A5 square landscape (210mm x 210mm) ▪ The majority of Tables and Graphs to be requested from MW 	Service Providers to illustrate creativity and innovation on the content layout and Cover Page design – overall look and feel service presentation.	Service Providers to provide three (3) different samples of creative concepts for Annual Reports; this will inform the selection / decision making by MW. Previous Customers Reference Letters will be an advantage
Images	<ul style="list-style-type: none"> ▪ Magalies to provide maps in GIS / high resolution. ▪ Other images from the Service Provider to be also in high resolution 	Service Provider apply manipulation / cropping of maps, photographics, etc.	N/A
Printing Finishing	<ul style="list-style-type: none"> ▪ Size: In accordance to the size and page layout ▪ Cover: 300gsm, gloss laminated inclusive of UV spot varnish ▪ Inside pages: 135gsm; HiQ ▪ Ink: Full colour throughout (CMYK) ▪ Varnish: Outside cover matt laminated and spot UV varnished ▪ Finish: Trimmed to size, collated, section sewn with drawn on cover 	<ul style="list-style-type: none"> ▪ Service Providers to illustrate the ability and experience in printing quality publications using advanced and existing printing techniques. 	Service Providers to provide examples of previous publications / printed Annual Reports and samples of paper suitable for the Cover and Content text.

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Item	Description	Service Providers to explain/describe	Service Providers to provide
	<ul style="list-style-type: none"> ▪ Transparency: 200gsm curious translucent, bright white 	<ul style="list-style-type: none"> ▪ MW reserve the right to visit the printing premises for inspection purposes. 	
Quantity	<ul style="list-style-type: none"> ✓ 100 printed copies + 30 USBs replicated / branded / labeled in each case (book numbers) ✓ Inserted into slim cases ✓ HTML format for the websites 	N/A	100 printed copies plus 30 USBs

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7.2 Track record component

The Service Providers must furnish satisfactory evidence on their capability and capacity to provide professional service that is timely and will meet the set requirements that include the following:

- Provide Magalies Water with information that would assist to assess the Service Providers' capability, capacity, in-house skills, previous experience and samples of similar previous work.
- Provided that the Service Providers have got experience in the production and printing of Annual Reports or similar work, including a list of minimum five contactable references (Service Providers must include the name and surname, position of the referee, name of company, contact details, nature of the work performed and amount). Magalies Water will perform due diligence to ascertain validity of all references submitted.
- Provide names, qualifications and certification of any outside specialists for language editing.

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7.3 Cost proposal

The Service Providers must submit a comprehensive detailed line-by-line itemised budget in a separate sealed envelope showing total costs of the services including hourly rates of key personnel that are going to be involved in the proposed project. All assumptions in drawing the cost estimate such as travel rates; meeting rates if applicable and any other assumptions made in drawing up a budget must be included (disbursements).

8. Evaluation

8.1 Preference point system

Magalies Water shall apply an 80 (Price) and 20 (B-BBEE) preference point system in the evaluation of the RFQ. The minimum score for functionality will be 75%. Service Providers who do not meet the minimum score for functionality will not be considered for the second evaluation stage.

Service Providers' certified valid B-BBEE Certificates to be included, and failure to submit that will lead to automatic disqualification.

Service Providers must be registered with CSD

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8.2 Functional evaluation

Evaluation of RFQ will be performed in two phases:

Phase 1: Functionality

Criteria	Weight
Technical Criteria (75)	
Design & layout and presentation: Service Providers to provide four (4) samples of previous creative concepts for Annual Reports, not older than three (03) years. Indicative graphics / formats, layout options, charts, financial statements and tables to accompany the Quotations. Presentation of cover in final state and artworks of prior work will be key. Company profile to be attached	45
Printing: Service Providers to illustrate clearly their printing ability and experience of printing good quality publications applying necessary and relevant printing techniques by providing samples of previously produced annual reports	30
Track record and experience (25)	

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Curriculum Vitae (CVs) of project team members and / or of external experts, if some parts of the services are going to be outsourced with contactable references.	5
Experience of a minimum of seven (7) years on similar projects and the ability to meet project requirements.	15
Reference clients that MW can source testimony of service from (Provided official reference letters or name with full contact details / whichever is easier will assist).	5

Phase 2: B-BBEE and price

Criteria	Weight
B-BBEE	20
Price	80

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8.3 Bids must meet the following requirements;

- Each proposal must contain a comprehensive company profile.
- Certificate of BEE compliance or certificate of exemption to BEE compliance.
- Company registration certificate.
- Company Tax clearance certificate.
- Proposals must be hand delivered or couriered in a sealed envelope.
- All costs related to submission of proposals as per these requirements shall be at own expenses.
- Proposals that do not meet all requirements, do not satisfy all key specifications and evaluation criteria, will be disqualified.
- If appointed, ***Magalies Water will not be making any advance payments i.e. prior to completion of the project and delivery of final Annual Report.***
- Appointment will be subject to provision of printer references if printing services are outsourced.
- Service providers must prove that they have services of a professional proof reader and editor.
- Submission of previous work done and contactable references.

DOCUMENTS REQUIRED

The quotation will be verified for responsiveness according to the following **REQUIREMENTS:**

- Valid certified B-BBEE Certificate/ Sworn Affidavit

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- Quotation must have CSD vendor number/ submit CSD Report
- Quotation must have RFQ reference number
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be 30 days or more.
- Quotation with physical address, date, contact details and banking details

Quotations will be evaluated in terms of the PPPFA using the 80:20 Preference point systems.

*NB All non-responsive bids will be rejected.

9. Medium of Communication

All documentation submitted in response to this RFQ must be in English.

10. Verification of Documents

Respondents must check their documents for completeness. Magalies Water will not be liable for any missing or poorly organized or duplicated pages.

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11. General Terms and Conditions

Magalies Water is entitled to:

- Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQ before the indicated closing date.
- All respondents, to whom the RFQ documents would have been issued, will be advised in writing of such amendments, on time.
- Verify the information contained in the Quotation.
- Not to appoint any Service Provider.
- Vary, alter, and/or amend the terms of this RFQ at any time prior to the finalisation of the quotations' adjudication.
- An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a proposal.
- Call the Service Providers for a presentation if Magalies Water deems it so fit.
- Magalies Water reserves the right not to accept the lowest proposal or any proposal in part or in whole.
- Quotations received after the closing date will not be accepted.
- All costs to be included in the quotation.
- Delivery must take place at the specified place.
- Quotations to be valid for 30 days or more from date of issue.
- The Government Procurement General Conditions of Contract shall apply.

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12. Submission of Proposals and closing date

RFQ Number must always be stated on the quotation.

Quotations should be submitted on or before the Request for Quotation Deadline Date by no later than 16h00 to the email below. Email: evansm@magalieswater.co.za

On or before Monday 10th August at 16:00