



**TERMS OF REFERENCE AND CALL FOR PROPOSALS:**

**Editing; Design & Layout of 2021-2022 Annual Trends Analysis Reports**

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**Deadline for Submissions: 16 February 2023**

**SAHRC RFP 23-2022**

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**1. PURPOSE AND PROJECT DESCRIPTION**

The purpose of this document is to request quotations from qualifying service providers to execute the editing, design, and layout of one Annual Trends Analysis Reports for the South African Human Rights Commission (SAHRC/ the Commission) for the 2021-2022 financial year.

**2. BACKGROUND**

The SAHRC is an independent state institution supporting constitutional democracy and established in terms of the Constitution of South Africa, 1996; to promote, protect and monitor human rights. Further, the South African Human Rights Commission Act, 40 of 2013 gives effect to the powers and functions of the Commission. In terms of the mandate, the SAHRC is required to protect and promote the protection of human rights. Apart from the interventions the Commission undertakes to protect rights through litigation and the handling of complaints, the Commission produces an annual report depicting trends in human rights violations based on the complaints it receives and interventions it undertakes to respond to violations of rights. The annual report reflecting this information is referred to as the Trends Analysis Report (TAR) and is launched publicly to a wide range of stakeholders, including the media and members of Parliament.

**3. KEY OBJECTIVES OF THE PROJECT**

The SAHRC intends to source quotations from suitable service providers to Edit; Design and Layout of the 2021-2022 report.

#### 4. **PROJECT SCOPE AND DELIVERABLES**

The specifications include:

Full color.

Length of reports currently, 110 pages for the 2021-2022 report, MS Word A4 pages, content in Sequence font 12.

Basic editing for grammar and consistency in the use of abbreviations, headings; capitalization; footnotes etc.

Icons, infographics; graphs and geo-maps must support the content, particularly in respect of national views of provincial complaint statistics in Chapters 2, 3 and 4 of the reports.

Infographics in respect of remaining chapters to increase interest and ease of consumption.

Final designed and laid out reports should be in both print- ready PDF and MS word versions.

The successful service provider will be required to meet at least twice virtually with the Chief Operations Officer and Acting Head of the Legal Services Unit to discuss the design of the reports.

#### 5. **REQUIRED EXPERTISE**

Graphic design Company Profile.

Proof that the service provider has been in existence and operated for a period of at least five (5) years prior to the closing date of this request for the proposals.

An additional advantage is that the service provider has previously undertaken work of a similar nature for the SAHRC or other similar organization.

#### 6. **PROJECT TIMELINES**

Professionally edited; designed, laid out and print-ready reports within 1 calendar month from date of appointment.

#### 7. **EVALUATION CRITERIA**

7.1. Please note that the following evaluation criteria will be used:

- a) **Price evaluation based on the 80/20 preferential point system.**
- b) **Evaluation on functionality, as in Table 1 below:**

8. Bidders who submit proposals must meet a minimum of 70% threshold to be considered for Price and BEE

***Table 1: Functionality evaluation***

	<b>Criteria</b>	<b>Percentage weighting</b>
1.	<p>Previous experience working on similar projects by inspection of the company registration date and company profile</p> <p>1 = 1 year of experience                      2= 2 to 3 years of experience in the industry                      3= 4 to 6 years of experience in the industry                      4-5= 7 to 8 years of experience in the industry</p>	35
2.	<p>Skills and competencies of key experts to be assigned to the project</p> <p>1 = No brief outline of work experience                      2 = Brief outline with work experience                      3 = Brief outline of work experience, skills relevant to the terms of reference                      4 to 5 = Brief outline of work experience, skills relevant to the terms of reference and qualifications.</p>	30
3.	<p>Proposed methodology to be used to realize the expected results</p>	20
4.	<p>High level work-plan with an overview of timelines, key milestones and a costs breakdown indicating the major costs drivers.</p>	15
	<b>Total</b>	<b>100</b>

Bidders must obtain a minimum threshold of 70% on Functionality to proceed to the next stages of the evaluation process. Failure to obtain the minimum of 70% will result in your bid being considered non-responsive.

**Price and Specific Goals evaluation**

Only Bidders that have met the 70% threshold to be considered for price and specific goals. Price and specific goals will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- Specific Goals (maximum 20 points)

**i. Stage 1 – Price Evaluation (80 Points)**

Criteria	Points
<b>Price Evaluation</b>  $P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where

- $P_s$  = Points scored for comparative price of bid under consideration  
 $P_t$  = Comparative price of bid under consideration  
 $P_{\min}$  = Comparative price of lowest acceptable bid

**ii. Stage 2 – Specific Goals Evaluation (20 Points)**

**a. Specific Goals Points allocation**

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8

6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate

## 8. SUBMISSION REQUIREMENTS

8.1. To be considered as the preferred service provider, kindly submit the following:

- a) Proposal indicating the service providers' relevant experience, success rates, references, conceptualization of the project, process, and method of delivery, costing and any other relevant information.
- b) Valid Tax Clearance Certificate.
- c) BBEE Certificate.
- d) Company Profile, if any.
- e) Standard bid document 4
- f) Standard bid document 7.2
- g) Standard bid document 6.1
- h) Central supplier database report

8.2. **Submissions are due by 16 February 2023, before 11:00.**

8.3. **Submissions must be emailed to:**

**[tenderoffice@sahrc.org.za](mailto:tenderoffice@sahrc.org.za)**

For further information and clarification, contact **clarity** seeking queries regarding statistics may be obtained **from Mr. Oupa Dithejane: [odithejane@sahrc.org.za](mailto:odithejane@sahrc.org.za)**.

