



# **ALFRED NZO**

**DISTRICT MUNICIPALITY**

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## **TERMS OF REFERENCE**

### **PROFESSIONAL EDITING, FORMATTING, PROOF READING, DESIGN AND PRINTING OF THE ANDM IDP 2025/26 AND FINAL ANNUAL REPORT**

**2025/26 FINANCIAL YEAR**

**Issued and Prepared by:**

**Alfred Nzo District Municipality**

**ERF 1400 Ntsizwa Street**

**P/Bag x 511**

**Mount Ayliff**

**4735**

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## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1.1 INTRODUCTION**

As part of its effort to improve the quality of its documents and to produce such documents within stipulated time frames, the Alfred Nzo District Municipality would like to appoint a service provider that will do the layout, design, proof-reading, editing and printing of the following documents:

- Final IDP 2025/26 FY
- Final Annual Report 2023/24 FY

The above mentioned documents will be used as a strategic and operational reporting tool to oversight institutions (i.e. Legislature, Provincial Government and National Treasury) and the general public. It is envisaged that through the IDP and Annual Report, the Alfred Nzo District Municipality would be able to display the level of professionalism the institution closely upholds and promote its image.

## **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

### **1.2.1 Overall objective**

The main objective for this project is to have a high quality Integrated Development Plan (2025/26 FY) and Annual report (2023/24 FY) documents for the 2025-2026 financial year, these documents will be distributed to our internal and external stakeholders including our political principals for the purpose of legal compliance and monitoring.

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**PRINTING OF IDP 2025/26 FY AND ANNUAL REPORT 2023/24 FY**

**1.2.2 Specific Objectives**

The ANDM aims at procuring the services of a service provider who will do the layout, design, proof-reading, professional editing and printing of a complete Alfred Nzo District Municipality's:

- Final IDP 2025/26 Document and
- Final Annual Report 2023/24

**2. SCOPE & EXTENT OF WORK**

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake professional editing, formatting, proof reading, design and printing of the ANDM IDP 2025/26 and final annual report 2019/20. The following gives a high level indication of activities to be undertaken;

- The content of the documents must be professionally edited so that it easy to read and understandable to all ANDM stakeholders.
- Creatively design/reform and align existing figures, pictures and tables using specialized graphic design technics.
- The presentation of the finished documents must be in line with the Alfred Nzo District Municipality's brand, as guided by the ANDM Branding and Market Manual.
- The service provider must be able to deliver quality documents within the stipulated time frames.

The documents must be completed and delivered to ANDM as per the below description and specification.

Item	Description	Quantity	Unit Price	Amount
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**PRINTING OF IDP 2025/26 FY AND ANNUAL REPORT 2023/24 FY**

1.	<b>Professional Editing and Design:</b> <ul style="list-style-type: none"><li>• Professional reading, editing and formatting</li><li>• Design (Cover Page and Figures)</li></ul>	15 Copies		
2.	<b>Printing of 10 Copies of 2025/2026 FY IDP Documents:</b> <ul style="list-style-type: none"><li>• Document alignment with gloss cover ( Front and Back )</li><li>• Number of pages X 245</li><li>• Number of Copies 10</li><li>• Normal paper inside full colour ( Back to Back</li><li>• A4 size paper</li><li>• A4 Size book</li><li>• Spelling Check</li><li>• Design and layout</li></ul>	10 Copies		

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**PRINTING OF IDP 2025/26 FY AND ANNUAL REPORT 2023/24 FY**

	<p><b>Printing of 5 Copies of ANDM 2023/2024 Annual Report:</b></p> <ul style="list-style-type: none"> <li>• Document alignment with gloss cover ( Front and Back )</li> <li>• Number of pages X 655</li> <li>• Number of Copies 5</li> <li>• Normal paper inside full colour ( Back to Back</li> <li>• A4 size paper</li> <li>• A4 Size book</li> <li>• Spelling Check</li> <li>• Design and layout</li> </ul>	5 Copies		
<b>Total Exclusive VAT</b>			<b>R</b>	
<b>VAT @15%</b>			<b>R</b>	
<b>Total Inclusive VAT</b>			<b>R</b>	

**NB:** There is no compulsory briefing session for this project.

**3. PROJECT TIME FRAME**

The project time frame will be 1 month from the date of appointment of the service provider.

**4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES;**

- Call for submission of quotations to interested entities.

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**PRINTING OF IDP 2025/26 FY AND ANNUAL REPORT 2023/24 FY**

- Appointment of suitable service provider
- An inception meeting with the appointed service provider.
- The following ANDM Documents edited, printed and delivered to ANDM IDP and PMS Office:
  - Final IDP 2025/26
  - Final Annual Report 2023/24
- Close of Project.

**5. STAKEHOLDERS CONSULTATION**

The appointed service provider will be required to continuously consult the Municipality to seek clarity where necessary so that the quality of the content and the data in these documents is kept as pristine.

**6. PROJECT MANAGEMENT**

ANDM officials will oversee project operations and its progress. The ongoing plans and progress reports from the appointed service provider will have to be submitted to ANDM. The appointed service provider is expected to abide by the terms and conditions of the Service Level Agreement between them and ANDM.

**7. REPORTING MECHANISM**

It is expected that at least one progress report will be submitted to ANDM. The Project Manager has the right to change the frequency of reporting as and when necessary.

**8. SUBMISSION OF BIDS**

Proposals must be placed in a sealed envelope and clearly marked: **Professional Editing, Formatting, Proof Reading, Design and Printing of the ANDM IDP 2025/26 and final Annual Report 2023/24** and placed in the tender box in the Alfred Nzo District Municipality not later than stipulated time by the municipality.

**9. EVALUATION CRITERIA**

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**PRINTING OF IDP 2025/26 FY AND ANNUAL REPORT 2023/24 FY**

Evaluation criteria of the tenders;

**The bids will be evaluated in two stages, namely:**

- Stage 1- Capacity to execute the work
- Stage 2- Price and Specific Goals

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Scoring
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK</b>	<b>100</b>
• Previous Experience	50
• Capacity and Expertise	40
• Methodology	10
<b>TOTAL SCORING</b>	<b>100</b>

**Stage 2**

**Price and Preference**

Quotations will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price	N/A	80
Specific Goal		20
<b>Bidders will score Specific Goals as follows</b>		
Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	6
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	5

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Rural	Attach Proof of Residence of the Business or Lease Agreement	2
Disabled	Attach a Signed Letter from Health Practitioner	4
Black Owned Companies	Attach CK and ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	3
<b>Total Scoring</b>		<b>100</b>

<b>Previous Experience</b>	<b>[50]</b>
Traceable record for successful implementation of a minimum of 3 Professional Editing and Printing projects to the value of <b>R33 000.00</b> each or more.	<b>50</b>
Traceable record for successful implementation of a minimum of 2 Professional Editing and Printing projects to the value of <b>R33 000.00</b> each or more.	<b>30</b>
Traceable record for successful implementation of a minimum of 1 Professional Editing and Printing projects to the value of <b>R33 000.00</b> .	<b>20</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <p>1. The ANDM Assessment Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 5 Projects were done 5 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <p><b>-Appointment letter or official purchase order</b></p>	
<b>Capacity and Expertise to Undertake the Project</b>	<b>[40]</b>
<b>A Project Team with the following areas of expertise:</b>	<b>(40)</b>

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**PRINTING OF IDP 2025/26 FY AND ANNUAL REPORT 2023/24 FY**

Team member with NQF Level 7 Qualification in Media, or Communication and Culture & Graphic Designing/ Journalism or Printing and Production as well as competencies in literature studies.	30
Team member with NQF Level 6 in Public Administration.	10
<b>NB: Attach certified copies not older than 3 months for all Qualifications</b>	
<b>METHODOLOGY (Cumulative calculation)</b>	<b>[10]</b>
A clearly outlined proposal with a project execution plan	5
An execution approach that is in line with the above descriptions and specifications of this project	5
<b>Total Scoring</b>	
<b>[40 + 10]</b>	<b>[50]</b>

For any queries regarding this tender, please contact Mr. T Ponco for project related queries; on (039) 254 5057 or; Mr L Petela  
Supply Chain Management contact for SCM related queries, please contact Mr. BCW Makiwane at telephone number 039-254-5218/5134 during office hours.

**Alfred Nzo District Municipality**  
**Erf 1400 Ntsizwa Street**  
**Mount Ayliff**  
**4735**

**RECOMMENDED/ NOT RECOMMENDED**

  
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**MR. NR. XOLO**  
**DIRECTOR: STRATEGIC GOVERNANCE**

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**DATE**

**APPROVED/NOT APPROVED**

**PRINTING OF IDP 2025/26 FY AND ANNUAL REPORT 2023/24 FY**



**MR.O.DIKO**  
**ACTING MUNICIPAL MANAGER**

08/08/2025  
**DATE**

**Comments:**

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**Professional Editing, Formatting, Proof Reading, Design and Printing of the ANDM  
IDP 2025/26 and final Annual Report 2023/24**