

REQUEST FOR QUOTATION (RFQ)

Description	:	PROVISION OF PROOF READING AND EDITING SERVICES OF SECTOR SKILLS PLAN (SSP) AND MARKETING RELATED PUBLICATION AS AND WHEN REQUIRED FOR THE PERIOD UNTIL 31 MARCH 2021			
RFQ issue date	:	21 October 2020	RFQ closing date	:	26 October 2020
RFQ number	:	RFQ/2020/21/38	Enquiries	:	Ms. Vuyokazi Memela
Email	:	rfqs@inseta.org.za	Lead Time	:	30 October 2020

1. PURPOSE:

- 1.1 INSETA is soliciting proposals from suitably qualified and experienced companies to provide editing, proof-reading and quality assurance of INSETA Strategic Documents i.e. Plan 2020/25 and Annual Performance Plan 2020/23.

2. BACKGROUND

- 2.1 INSETA The INSETA is a schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA). The INSETA must perform in accordance with the Skills Development Act (SDA), the skills Development Levies Act (SDLA), the PFMA and any other INSETA Constitution.
- 2.2 INSETA is inviting service providers to be enlisted on the INSETA panel of editors for SSP and marketing related publications from the date of appointment until 31 March 2021. INSETA reserves the right to appoint a panel of minimum of five (5) editors.

3. SCOPE OF WORK:

- 3.1. The service provider sought for this assignment will undertake the following activities:

- 3.1.1 Go through the document for editorial work;
- 3.1.2 Ensure linguistic quality and typographical presentation;
- 3.1.3 Ensure consistency in language presentations;
- 3.1.4 Ensure that quality of text, coherence of content, syntax, style and presentation by editing and proof reading; Proof-read all text for typos, spelling errors, grammatical mistakes, etc.;
- 3.1.5 In consultation with INSETA team, improve the language of the documents, whenever required, without losing the meaning of the original text;
- 3.1.6 Liaise with INSETA team to finalise any missing texts and fill in information gaps;

- 3.1.7 Make substantive changes in the document under the guidance of INSETA;
- 3.1.8 Undertake any other quality assurance responsibilities relevant to the assignment; In preparing for publication of material; add all required sections, including table of contents, preface, and any other information that important to be included in a publication.

4. DELIVERABLES

4.1 The Sector Skills Plan consists of 6 chapters:

- 4.1.1 Chapter 1 – Economic Sector Profile
- 4.1.2 Chapter 2 – Key Skills Issues
- 4.1.3 Chapter 3 – Occupational Shortages
- 4.1.4 Chapter 4 – Sector Partnerships
- 4.1.5 Chapter 5 – Seta Monitoring and Evaluation
- 4.1.6 Chapter 6 – Strategic Skills Priority Actions

The document consists of approximately 60 pages of single-sided printing

- a) The primary role of the editor is to ensure that the August 2020 Sector Skills Plan complies with the formatting and length requirements prescribed by the Seta Support Directorate at the Department of Higher Education and Training.
- b) Also, that each of the 6 chapters comply with the framework requirements as set out by the Department of Higher Education and Training.
- c) Correct the Sector Skills Plan based first on the writer's goals; having either spoken or communicated extensively with them about this. These goals revolve around the following: ensuring a smooth flow of the document; rewriting executive summary; introduction; and conclusions. Also rewriting where necessary, the introduction and conclusion of each chapter.
- d) Look at the shape or condition of the writing itself. Correct errors in syntax (spelling, punctuation & grammar), line edits or a proofread, with notes or observations.
- e) Look for clichéd phrases, over-used words and the overall organisation of the Sector Skills Plan.
- f) Check the facts and look at the ethical or legal issues surrounding the work to ensure that the writer has documented information correctly.
- g) The editor will have to undertake 1 edit of the Inseta Sector Skills Plan.

4.2 Marketing Related

- They will need to write, proofread, and edit all articles.
- Writing - Words will be a minimum of 500 to maximum 1500 words (they can cost per word)
- Writing of INSETA Opinion Pieces
- They will edit the Career Guide, edit and write newsletters,
- Edit and write of CEO speeches, press releases.

- Editing of divisional adverts going out.
- General INSETA material that will be going out.

4.3 Strategic Plan

Document: INSETA will provide in Microsoft Word
Page: 150 Pages
Words: 15752

4.4 Annual Performance

Document: INSETA will provide in Microsoft Word
Page: 150 Pages
Words: 15752

4.5 Sector Skills Plan

Document: INSETA will provide in Microsoft Word
Page: 150 Pages
Words: 15752

5. COSTING

5.1 The service provide is required to cost per word

6 PRE-QUALIFICATION CRITERIA

6.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)

6.2 Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBBEE contributor)** status will be considered (**no generic companies will be considered**)

Note: All bidders who do not comply with the items listed above will be disqualified.

7 MANDATORY REQUIREMENTS

- a. The bidders must provide three (3) reference letters indicating similar or same work done within the last 3 years. Reference letters must be dated, signed and must be company's letterhead.

Note: All bidders who do not comply with the items listed above will be disqualified.

8. TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- 8.1 INSETA reserves the right to request new or additional information from all bidders associated with their quotations.
- 8.2 INSETA reserves the right to verify the information submitted by bidders.

- 8.3** INSETA will reject/disqualify a bidder's offer/quotation without any further consideration where that Bidder makes culpable misrepresentation to INSETA in its submission or at any stage during and after this RFQ process.
- 8.4** Bidders are required to declare any conflict of interests and potential conflict of interests they may have in the transaction for which this RFQ is submitted.
- 8.5** INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- 8.6** INSETA reserves the right to appoint a panel of a minimum of 5 editors.
- 8.7** In adherence to the specific terms and conditions of this RFQ, the bidder shall be bound by the provisions of the Government Procurement: General Conditions of Contract (GCC) of 2010. Please initial each page of the GCC and email it back.
- 8.8** Late and incomplete submissions will not be accepted.
- 8.9** Quotations/proposals shall be valid for at least 30 days from date of submission.
- 8.10** Quotations/proposals not in line with the scope of work and conditions of this RFQ shall be regarded as non-responsive and will not be accepted
- 8.11** Bidders MUST be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.
- 8.12** Bidders are required to submit an original or certified BBBEE certificate or sworn affidavit in line with the Regulations
- 8.13** Bidders must complete and sign return SBD4, SBD6.1, SBD8 and SBD9.
- 8.14** Quotations along with required documentation and SBD forms must be emailed to rfqs@inseta.org.za on or before Monday, 26 October 2020 at 11h00.

Failure to comply with the above conditions invalidates your offer.