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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVICES PERTAINING TO THE DESIGN, LAYOUT (TYPE-SETTING), PROOFREADING AND EDITING AS WELL AS THE PRINTING OF THE MINE HEALTH AND SAFETY INSPECTORATE ANNUAL REPORT OF THE DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES 2025/2026 FOR A PERIOD OF SIX (6) MONTHS.**

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**1 BACKGROUND**

- 1.1 The Mine Health and Safety Inspectorate (MHSI) in terms of section 49(1) (j) of the Mine Health and Safety Act, 1996 (Act No. 29 of 1996) as amended [MHSA, 1996], requires the Chief Inspector of Mines (CIOM) to prepare a report on the activities of the MHSI as well as the occupational health and safety in South African mines on an annual basis.
- 1.2 To implement the above, the Inspectorate intends to appoint a service provider to the request below.

**2. CONTRACT PERIOD**

- 2.1 The contract period is six (6) months after signing of the service level agreement.

**3. OBJECTIVE**

- 3.1 The specific objective of this project is for the successful service provider to deliver to the MHSI the following:
- 3.2 The creative/original work/materials developed for the project.
- 3.3 Quality work as per the terms of reference.
- 3.4 Accurate information as provided by the MHSI.

**4. SCOPE OF WORK**

- 4.1 Design, layout, editing and printing of the MHSI Annual Report 2025/2026.

- 4.2 Page orientation: Portrait.
- 4.3 Page size: A4 (297 X 210 mm).
- 4.4 Number of pages: ±116 pages including the nine index tabs plus the four cover pages totalling ±120 pages.
- 4.5 Paper quality (text pages): approximately 135-gram thickness; mat finish.
- 4.6 Paper quality (cover pages): approximately 300-gram thickness; mat finish; laminated.
- 4.7 Binding: Spiral binding (wire binding).
- 4.8 Images: Source five photographs, including at least one image focusing on women in mining.
- 4.9 Provide three mock-ups (designs) before typesetting to enable the management of the MHSI to consider and select an option.
- 4.10 Ensure that the editing of the publication occurs before the commencement of the typesetting to prevent unnecessary changes to the proofs.
- 4.11 Provide three proofs before printing.
- 4.12 Provide the complete publication in PDF format, not exceeding 2 MB.
- 4.13 Provide 200 books and 100 USBs (flash disks) with ± 2 GB capacity.

## **5. DELIVERABLES OR PROJECT OUTPUT AND/OR OUTCOME**

- 5.1 The successful service provider is expected to:
  - 5.1.1 Produce an MHSI Annual Report in adherence with the scope of work and the corporate identity of the DMPR, with no grammatical or other errors on the specified delivery date.
  - 5.1.2 Good quality work, creative design, as well as the sourcing of the required material as per the terms of reference.
  - 5.1.3 Accurate information as provided by the MHSI.

## **6. EVALUATION CRITERIA**

This bid will be evaluated in three stages: functionality, administrative compliance, and the point-scoring system.

### **6.1 Gate 01 – Mandatory requirements**

- 6.1.1 Mandatory requirements will not be applicable for this project.

## 6.2 Gate 02 - Functionality

Bidders will be scored based on the functional requirements listed in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is **70%**. Bidders who score less than **70%** will be disqualified. Only bidders who score **70%** or more will be considered further.

NO.	EVALUATION CRITERIA	POINTS	WEIGHT
<b>1.</b>	<b><i>Company experience</i></b>		<b>30</b>
	Bidders should have experience in undertaking projects in respect of providing printing and publishing services that include design, layout (typesetting), proofreading and editing of annual reports or similar publications such as annual performance plans or strategic planning documents. <i>[Attach contract(s) or SLA or orders, completion letters/certificates and testimonials from contactable references]</i>	6 or more projects = <b>5</b> points 5 projects = <b>4</b> points 4 projects = <b>3</b> points 3 projects = <b>2</b> points 2 or less projects = <b>1</b> point No proof = <b>0</b> points	30
<b>2.</b>	<b><i>Experience of team leader and team member(s)</i></b>		<b>20</b>
<b>2.1</b>	<b><u>Experience: Team leader</u></b> (i) The team leader must have experience of having been involved in projects in the production of annual reports or similar publications such as annual performance plans or strategic planning documents. <i>[Attach detailed CV highlighting relevant projects, with contactable references]</i>	6 or more projects = <b>5</b> points 5 projects = <b>4</b> points 4 projects = <b>3</b> points 3 projects = <b>2</b> points 2 or less projects = <b>1</b> point	10

NO.	EVALUATION CRITERIA	POINTS	WEIGHT
		No indication = 0 points	
2.2	<p><b><u>Experience: Team member(s)</u></b></p> <p>(ii) Team member/s must have experience of having been involved in design, layout (typesetting), proofreading and/or editing in the printing and publishing industry in projects in the production of annual reports or similar publications such as annual performance plans or strategic planning documents.</p> <p><i>(Attach detailed CV highlighting relevant projects, with contactable references)</i></p>	<p>6 or more projects = 5 points</p> <p>5 projects = 4 points</p> <p>4 projects = 3 points</p> <p>3 projects = 2 points</p> <p>2 or less projects = 1 point</p> <p>No indication = 0 points</p>	10
3.	<b><i>Qualifications of Team Leader and Team Member(s)</i></b>		<b>20</b>
3.1	<p><b><u>Qualifications: Team Leader</u></b></p> <p>(i) Team leader must have a formal relevant tertiary qualification recognised by SAQA</p> <p><i>(Attach certified copies of relevant qualification/s)</i></p>	<p>NQF level 10 = 5 points</p> <p>NQF level 9 = 4 points</p> <p>NQF level 8 = 3 points</p> <p>NQF level 7 = 2 points</p> <p>NQF level 6 or below = 1 point</p> <p>No qualification = 0 points</p>	10
3.2	<p><b><u>Qualifications: Team member(s)</u></b></p> <p>(ii) Team member(s) must possess formal relevant tertiary qualifications recognised by SAQA</p>	<p>NQF level 9 or higher = 5 points</p> <p>NQF level 8 = 4 points</p>	10

NO.	EVALUATION CRITERIA	POINTS	WEIGHT
	<i>[Attach certified copies of relevant qualification(s)]</i>	NQF level 7 = <b>3</b> points NQF level 6 = <b>2</b> points NQF level 5 or below = <b>1</b> point <i>[Number of projects = average of the team members]</i>	
<b>4.</b>	<b><i>Project Plan</i></b>		<b>30</b>
<b>4.1</b>	Detailed project plan with <ul style="list-style-type: none"> <li>➤ Project deliverables</li> <li>➤ Logistics plan</li> <li>➤ Key milestones</li> <li>➤ Scope</li> <li>➤ Schedule</li> <li>➤ Contingencies</li> </ul> <i>[Attach project plan]</i>	Detailed project plan = <b>5</b> points No project plan = <b>0</b> points	15
<b>4.1</b>	Propose a methodology outlining. <ul style="list-style-type: none"> <li>➤ Management of the project</li> </ul> <i>[Attach methodology proposal]</i>	Methodology proposal = <b>15</b> points No methodology proposal = <b>0</b> points	15

**Formula:**  $\frac{A}{B} \times 100 = C\%$

Where: A = Total score for the bid under consideration

B = Maximum possible score

C = Percentage score for the bid under consideration

### 6.3 Gate 03 - Administrative compliance

- (i) Compliance to the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder
  - SBD 1
  - SBD 4
  - SBD 6.1
- (iii) The following will be regarded as noncompliance.
  - Price amendments / other amendments without signature/initials.
  - Use of correctional fluid
  - Completion of the bid document in coloured ink other than black ink
- (iv) Bidders are required to submit a company profile as part of their technical proposal.

### 6.4 Gate 04 – Point Scoring System

6.5 Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80
- Preferential points = 20

- 6.5.1 The bidder that scores the highest points in this phase will be awarded the tender.
- 6.5.2 Should more than one bidder score the same number of points, the award will be made to the bidder who scores more points on specific goals.
- 6.5.3 Should there be more than one bidder who scores the same number of points overall and the same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.
- 6.5.4 Should there be more than one bidder who scores the same number of points in all aspects, the bid will be determined by the drawing of the lot.
- 6.5.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals is tabulated hereunder.
- 6.5.6 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.



7.4 The service provider will be expected to provide all the project management documents in line with the DMPR methodology.

## **8. WORK PLAN AND METHODOLOGY**

8.1 The service provider must provide:

8.1.1 A project proposal that demonstrates comprehension and competence to deliver on what is required in line with the scope of work under section 4.

8.1.2 A preliminary project plan outlining key activities, milestones, timeframes, and resources to be committed to the project.

## **9. ROLE AND RESPONSIBILITY**

9.1 A Service Level Agreement (SLA) will be entered into with the successful service provider, which will include, *inter alia*, obligations of the DMPR and the successful service provider.

9.2 The DMPR reserves the right to appoint more than one service provider for the project.

9.3 The successful service provider must develop a detailed project schedule or plan.

9.4 The successful service provider will be required to submit a payment schedule providing projections for a period of 6 months on work performed.

9.5 The service provider shall disclose all information in its proposal regarding any interests that may result in an actual or perceived conflict of interest.

## **10. CONFIDENTIALITY OF INFORMATION**

10.1 The names of all the members of the service provider team must be disclosed for the prior approval of the DMPR. Any changes, replacements, and additions should be submitted for prior approval of the DMPR.

10.2 All members will have to sign a Non-Disclosure Agreement before the project commencement and may be required to undergo security screening and tests as the DMPR deems necessary.

## **11. PAYMENT**

11.1 The Department will not make an upfront payment to a successful service provider.

11.2 Payment will only be made in accordance with the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.

11.3 Payments will only be made in accordance with the delivery of services and after receipt of an original invoice.

## **12. TAX CLEARANCE CERTIFICATE**

12.1 Bidders must ensure compliance with their tax obligations.

12.2 Bidders are required to submit their unique personal identification number (PIN) issued by the South African Revenue Service (SARS) to enable the organ of state to view the taxpayer's profile and tax status.

12.3 Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).

12.4 A bidder may also submit a printed TCS together with the proposal.

12.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit separate proof of TCS / PIN / Central Supplier Database (CSD) number.

12.6 Where no TCS is available, but the bidders are registered on the CSD, a CSD number must be provided

## **13. DOCUMENTATION**

13.1 The Department will provide the appointed service provider with an annual report to provide services pertaining to the design, layout (typesetting), proofreading and editing, as well as the printing of the Mine Health and Safety Inspectorate annual report.

## **14. COST / PRICING**

14.1 The bidders are requested to provide a quoted proposal regarding the work to be undertaken.

14.2 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses, inclusive of all applicable taxes for the project. The total cost must be VAT-inclusive and should be quoted in South African rands (i.e., ZAR).

14.3 Bidders should provide hourly rates as prescribed by the Department of Public Service and Administration (DPSA), the Auditor- General (AG) or the body regulating the profession of the consultant.

14.4 Bidders should provide subsistence and travel rates that are aligned to the National Treasury instruction note as follows:

- i) Hotel Accommodation – R1 700 per night per person, including breakfast, dinner and parking.
- ii) Air travel must be restricted to economy class.
- iii) Claims for kilometres may not exceed the rates approved by the Automobile Association (AA) of South Africa.

## **15. CONDITIONS OF THE CONTRACT**

15.1 The general conditions of the contract must be accepted as these are issued by National Treasury and are non-negotiable.

15.2 The successful service provider will sign a confidentiality agreement regarding the protection of DMPR information that is not in the public domain.

15.3 No state information may be furnished or communicated to the public or news media by the security service provider or any of its employees.

15.4 The successful service provider shall ensure that the contract is executed in line with the scope of work.

15.5 The successful service provider may be subjected to security screening by the State Security Agency (SSA).

15.6 The DMPR reserves the right to verify the authenticity of the information submitted; any falsified information may result in the disqualification or cancellation of the contract.

## **16. FORMAT OF SUBMISSION OF PROPOSAL**

16.1 Bidders are requested to submit one copy of technical proposals plus the original.

16.2 Bidders are requested to index their proposals for easy reference.

## **17. PRE-BID MEETING / BRIEFING SESSION DETAILS**

17.1 None required.

## **18. CLOSING DATE**

18.1 Proposals must be submitted on or before **07 July 2026 at 11:00** at the Department of Mineral and Petroleum Resources, 70 Meintjies Street, Trevenna Campus, Arcadia, in the bid box marked Department of Mineral and Petroleum Resources. **No late bids will be accepted.**

## **19. ENQUIRIES**

### **19.1 All general enquiries relating to bid documents should be directed to:**

Ms. Lucia Nkhethoa

Tel: 012 444 3778

Email: [Lucia.Nkhethoa@dmp.gov.za](mailto:Lucia.Nkhethoa@dmp.gov.za)

### **19.2 All general enquiries relating to the technical aspects should be directed to:**

Ms Monja Erasmus

Deputy Director: Promotions

Tel: 012 444 3520

Email: [monja.erasmus@dmp.gov.za](mailto:monja.erasmus@dmp.gov.za)