



TERMS OF REFERENCE

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TERMS OF REFERENCE

REBRAND OF ELECTRONIC FORMS FOR VARIOUS DEPARTMENTS

Reference Number: SABFS010/2024

Advertisement Date: 14 June 2024

Closing Date: 27 June 2024

Closing time: 17:00

Tender Type: Public

1.BACKGROUND

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in terms of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

2. THE CORE OBJECTIVES OF THE SABFS ARE TO:

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriff’s profession; and
- To provide overall Policy directives.

3.OBJECTIVES

The South African Board for Sheriffs is seeking to appoint a qualified and experienced service provider to rebrand electronic forms for 4 departments within the organisation. Each designed professionally and should perfectly adhere to the SABFS brand guide requirements.

4.SCOPE OF WORK

The preferred service provider will be required to supply high-quality service in line with the requirements detailed below. The initial design attempt (InDesign folders), will be shared with the appointed service provider, if required and requested.

4.1. DELIVERABLES

4.1.1. The following items must be produced within strict deadlines:

- a. Rebranded Email signatures - design and implement **60** HTML email signatures for:
 - i. Employees
 - ii. Management
 - iii. Board Members

Designs are to be created in line with the SABFS Brand Guide

- b. Rebrand Electronic Interactive Online Forms:
 - i. Compliance Department:
 - Number of forms = 15
 - Total number of pages for all forms = 28
 - ii. Human Resources and Auxiliary Department:
 - Number of forms = 32
 - Total number of pages for all forms = 68
 - iii. Legal, Claims and Complains Department:
 - Number of forms = 3
 - Total number of pages for all forms = 9

iv. Training and Communications Department:

- Number of forms = 2
- Total number of pages for all forms = 2

Forms are to be provided in editable PDF format for minor changes if required

4.1.2. Notes:

- a. Our Corporate Identity Brand Guide will be provided.
- b. Final artwork/design/sample is due **03 July 2024**.
- c. Records of work completed must be kept until the end of the contract and one invoice is to be provided at the end of the job for payment.
- d. All final open files are to be submitted to the SABFS on completion of the project.
- e. The service provider should provide a detailed project plan detailing project inception and closure.
- f. No unreasonable delays will be accepted for completion of the project in line with the project plan.
- g. The quotation should clearly indicate charge per page/per hour spent.

5. EVALUATION CRITERIA

5.1. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal may be given a technical score.

Criteria	Points
Technical Approach of the Bidder	50
Company experience in the provision of the required services including specialized skills, expertise, and value-added services	30
Qualifications and experience of team members	20
TOTAL	100

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on the technical criteria as listed above.

5.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

5.2.1. Supervision

The successful service provider will be regularly in contact with the Training and Communications Manager whenever applicable.

5.2.3. Completion Criteria and Payment

- a. Payment will be made based on an agreement between the SABFS and the successful bidder.

5.2.4. Pricing Schedule

The following cost table should be utilized to submit the cost proposal:

Item	Quantity	Unit Price in (R)	Total Price in (R)
Additional Costs			
VAT			R
TOTAL AMOUNT			R

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

6. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents: (ignore if already applied to be on the SABFS database)

- a) Company profile
- b) Certificate of Registration
- c) Valid and original tax clearance certificate at the time of bid closing (only for quotes above R30 000)
- d) Valid and certified B-BBEE certificate/Sworn Affidavit (Not Compulsory – only used for claiming B-BBEE Points)
- e) List of two referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- f) Proof of banking details.
- g) Pricing Schedule
- h) Declaration of Interest

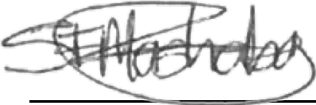
NB:

- *Please note that the above requirements are mandatory and MUST accompany the proposal.*
- *Non-compliance with the above mandatory submissions will lead to disqualification.*
- *Proposals must be properly indexed.*

7. All inquiries relating to the tender must be communicated in writing only by no later than 12h00 on 27 June 2024. All written communication should be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: SABFS010/2024 – Rebrand Of Electronic Forms For Various Departments.

8. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and
9. Each applicant is required to submit one (1) Softcopy to proposals@sheriffs.org.za, no later than the stipulated closing date and time.
10. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.

Approved



Mrs. S Mashaba

Executive Manager: South African Board for Sheriffs