



City of Johannesburg
Metropolitan Trading Company Pty Ltd

33 Hoofd Street PO Box 1049 Tel +27(0) 11 032 0250
Braampark Johannesburg E-mail: info@mtc.joburg.org.za
Forum 4, 1st Floor South Africa Website: Mtc.joburg.org.za
Braamfontein 2000
Registration: 1999/011422/07
VAT Number: 4260185824

Specifications for the MTC Annual Reports 2023/24

- ❖ EDIT, LAYOUT, DESIGN AND PRINT ANNUAL REPORT
- ❖ ATTENDANCE OF ALL EDITORIAL MEETINGS
- ❖ DELIVERY WITHIN 3 MONTHS OF COMMENCEMENT DATE
- ❖ TO PROVIDE ONE SAMPLE OF A COMPLETED PRINTED ANNUAL REPORT, FOLLOWED BY 20 PRINTED FINAL ANNUAL REPORTS COPIES AND 70 USB WITH DIGITAL ANNUAL REPORTS

TITLE	SPECIFICATION
PRINTING	Back-to-Back Printing
PRINTING MATTERS	Printing masters will be supplied and electronically or hard copy. Draft printed copies to be supplied on request. 10 Sherpa copies to be sent to the entity for approval before printing commences
LAYOUT & DESIGN	Layout and design to be done in a recognized design programme including type setting where tables have to be shaded to reflect different years. No text to be written under a number Leave a space between a number and text ,1.5 line spacing.
PAGES	A page to be completed by a full colour photograph if text has to start on the following page. Gloss inside pages.
BINDING	Document should be sewn and perfect bind
QUALITY OF PAPER	The quality of the paper should be A4 128gsm, 210x297 mm gloss inside full colour
COVER	Full colour front and back should be A4, 300gsm, 210x297mm with the LOGO Gold foiled embossed – HQ Gloss Wording on front cover to be gold foiled. UV vanished cover
PACKAGING	All print material must be packed in loads of 20's
DELIVERY	To be delivered at MTC Offices Forum 4, 1 st Floor
FONT SIZE	12 Arial & 14 heading tables can be 8/10



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Evaluation Criteria

1. 5 years' experience in providing similar services (Annual reports)
2. Provide at least 3 annual reports done by the company.
3. 3 Contactable reference letters.
4. Project plan outlining turnaround times.
5. Credentials of and experience of production team.

Description	Points
<p>5 years' experience in providing similar services (Annual reports).</p> <p>5 and above = 20 Less than 4 years = 10 Less than 3 years= 5 Less than 2 years= 0</p>	20
<p>Provide at least 3 annual reports done by the company.</p> <p>If 3 annual reports provided =20 If 2 annual reports provided = 15 If 1 annual report provided = 10</p>	20
<p>3 Contactable reference letters.</p> <p>If 3 letters provided = 20 2 letters = 10 1 letter = 5</p>	20
<p>Project plan & Delivery model</p> <p>1. Clarity and comprehensiveness of the project plan: (5 points)</p> <ul style="list-style-type: none"> • Exceptional clarity, comprehensive detail, and logical structure: 5 points • Clear structure and adequate detail: 3 points • Basic structure with limited detail: 1 point <p>2. Feasibility of project timeline: (5 points)</p> <ul style="list-style-type: none"> • Realistic and achievable timeline with clear milestones: 5 points • Generally feasible timeline with some potential challenges: 3 points • Unrealistic or insufficiently detailed timeline: 1 point <p>3. Alignment with Metropolitan Municipality processes: (5 points)</p> <ul style="list-style-type: none"> • Demonstrates a deep understanding of municipal processes and effective integration: 5 points. 	20



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<ul style="list-style-type: none">• Basic understanding of municipal processes with some alignment: 1 point• Limited understanding of municipal processes: 0 points <p>4.Risk management: (5 points)</p> <ul style="list-style-type: none">• Comprehensive risk assessment and mitigation strategies: 5 points• Basic risk identification with some mitigation plans: 2 points• Limited or no risk assessment or mitigation: 0 points	
Adhering to COJ integrated reporting standard and timelines (20 points)	20
Not adhering to the COJ reporting standard timelines. (0 Points)	
Total	100

N: B A project plan with missing or vague information about key deliverables can be disqualified even if it meets the minimum score threshold and a draft plan presentation might be required).

Bidders are required to get a minimum of 80 points for price and special conditions.