

**RFQ 03-2022  
TERMS OF REFERENCE  
REQUEST FOR QUOTATION (RFQ)**

**SUPPLY OF SERVICES FOR THE WESGRO 40 YEAR ANNIVERSARY PROJECT**

Released:  
11 June 2021

Submissions close:  
22 June 2021 AT 12:00

Responses to:  
Kendra Stoffberg, Manager: Strategic Projects  
Telephone: 021 487 8600  
Email: [kendra@wesgro.co.za](mailto:kendra@wesgro.co.za)

Email submission address:  
Attention: Kendra Stoffberg  
E-mail: [kendra@wesgro.co.za](mailto:kendra@wesgro.co.za)

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## **1. INTRODUCTION**

Wesgro is the official Investment and Trade Promotion Agency for the Western Cape, established in terms of section 2 of the WESTERN CAPE TOURISM, TRADE AND INVESTMENT PROMOTION AGENCY (WESGRO) Act, 1996 (Act No. 3 of 1996) as amended.

Wesgro was established by the Provincial Government in order to develop and grow priority sectors in the Western Cape. Wesgro's role is to be the champion of economic opportunities in the city and the province, and to facilitate conversion of these opportunities to help drive growth and create employment. It is mandated to promote growth and development in the trade, investment, film and tourism sectors. The Agency is governed by an independent Board of Directors consisting of both public and private sector stakeholders with private sector stakeholders holding the majority of seats.

Wesgro was started as a low-keyed public-private partnership in 1981, with a few individuals, linked to business associations, private firms and NPOs, initiating and driving the process. In 1981 Alan Bramwell, Chairman of the Cape Chamber of Industries (CCI) and Louis Kreiner the Mayor of Cape Town, gave Wesgro its start. They lobbied other local municipalities, as well as companies and business leaders in the area to become part of a loosely structured private-public partnership in the Western Cape, to be known as Wesgro. Wesgro was registered on Companies and Intellectual Property Commission's database for the first time on 26 May 1982. This year, 2021, will therefore be Wesgro's 40<sup>th</sup> Anniversary. In recommendation of this milestone the Agency has been compiling a research document on Wesgro's 40-year history with the intention of publishing it as a coffee table book. The plan is to "launch" the book at an event celebrating Wesgro's 40<sup>th</sup> birthday towards the end of 2021.

### **1.1 PURPOSE OF THE CONTRACT**

The purpose of this contract is to appoint a service provider who will undertake and coordinate the scope of work is to compile a coffee table book about the history of Wesgro. As part of this is to gather the necessary information to complete the book as set out in Paragraph 2.1.2.

### **1.2 GOAL OF THE PROJECT**

The goal of this project is to showcase and celebrate the long history of Wesgro, its achievements and its impact on the Western Cape economy. The project will also showcase Wesgro's current standing in comparison to where it has come from and highlight Wesgro's ambitions for the future.



## 2. CONTRACT REQUIREMENTS

### 2.1 WORK SCOPE

#### 2.1.1 Work completed to date

Support for the research component will be provided by the Wesgro Research team. The team have been responsible for the research currently in place which includes approximately 45 pages of content on Wesgro’s history from 1981 -2018 The principal gaps are around Wesgro as it is currently, and where it is striving to go.

#### 2.1.2 Deliverables and resources

The final deliverables of the project are:

- 1) Coffee table book of Wesgro’s 40-year history

The following deliverables have been identified for the project for implementation by the service provider:

- Completion of research component
  - Conducting interviews (approx. 10)
  - Desktop research
  - Archive review
- Sourcing of images and photographs
- Proof reading and copy editing
- Design and layout of coffee table publication both digital and print)
- Printing of coffee table publication
- Arrangement of 40<sup>th</sup> Anniversary event (including establishing a date, securing venue and catering, managing guestlist and RSVPs and providing support at the event)

The following resources are required:

- 1) Project manager
- 2) Researcher
- 3) Copy editor
- 4) Sub-contractors may be secured to complete the deliverables

**NOTE:** Support for the event design and organisation will be provided by Wesgro’s Marketing and Communications team.

The duration of the project is up until the completion of the anniversary event (estimated at 15 weeks). It is envisioned that the event will take during the latter half of 2021 (October – December).

Anticipated project timeline is as follows:

June	July	August	September	October
<ul style="list-style-type: none"> <li>• Research</li> <li>• Sourcing of images</li> </ul>	<ul style="list-style-type: none"> <li>• Research</li> <li>• Sourcing of images</li> </ul>	<ul style="list-style-type: none"> <li>• Copy editing and proof r</li> <li>• Layout and design</li> </ul>	<ul style="list-style-type: none"> <li>• Printing</li> <li>• Event planning</li> </ul>	<ul style="list-style-type: none"> <li>• Event</li> </ul>



### 3. SUBMISSION REQUIREMENTS

**Important.** Submissions to be mailed to the Kendra Stoffberg address supplied on the front page. Please do not drop a hard copy in the Wesgro tender box as this is not the requirement and the submission will not be taken into account.

#### 3.1 Functional Evaluation Criteria

The following requirements have been identified for the project. Bidders must meet all the below requirements to be considered for the financial evaluation:

- Relevant Experience – CV/Profile of the key resources
- Company profile
- 2-page proposal outlining the approach
- [any other possible criteria that could be added e.g. quality of printing

The three suppliers that scored the highest will be considered as the final three suppliers that will be evaluated further.

#### 3.2 Financial Evaluation

To qualify for the evaluation in accordance price and preference, the three bidders that scored the highest in the functionality must meet all the requirements set out in section

3.1. This RFQ will be evaluated on the 80/20 points scoring principle as per the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000: PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

### 4. CONTRACT REQUIREMENTS

This RFQ document will be appended to Wesgro's Contract with the service provider and will constitute the schedule of deliverables for the purposes of this project. The service provider's quotation must remain valid for a period of 60 days from the date of submission and be inclusive of VAT. All prices indicated in the quotation must remain fixed for the period of the project.

### 5. REPORTING

The service provider will report directly to the Head of Research and to the CEO from time to time. The inception meeting will verify the reporting structure and frequency of reporting.

### 6. TIMEFRAMES

The duration of the project is up until the completion of the anniversary event (estimated at 15 weeks). It is envisioned that the event will take during the latter half of 2021 (October – December).



## 7. PROCESS AND DOCUMENTARY REQUIREMENTS

Wesgro may only pay service providers that are actively registered on the Central Supplier Database (CSD). The payments cannot be made to the service provider should their account be inactive or status suspended.

To ensure compliance the following must be submitted:

- Declaration of interest form (WCBD4)
- Bank detail form
- Valid tax clearance certificate
- Valid BEE Certificate
- Proof of registration on the Central Supplier Database (CSD)
- Proof of competence and relevant experience with references
- Registration on the Western Cape Supplier Evidence Bank is not compulsory.

## 8. SUBMISSION OF PROPOSALS

Service Providers must submit their compliance documents as set out in section 7 of this RFQ along with their proposal outlining resources for this work as described in section 3.1 via e-mail to the mentioned address ([kendra@wesgro.co.za](mailto:kendra@wesgro.co.za)).

Please insert - **RFQ 02-2022: SUPPLY OF SERVICES FOR THE WESGRO 40 YEAR ANNIVERSARY PROJECT** in the subject line. Please include in the mail the name and direct telephone number of the person to be contacted if required. Please take note of the closing date and time namely 23 April 2021 at 12:00pm as indicated on page 1. No late e-mails will be considered.

Should you not have received any response from us within 21 days after the closing date, please consider your RFQ application unsuccessful.

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