

Tender for drafting of Annual Report 2015/16

1. BACKGROUND TO THE PROJECT

It is a statutory requirement (Municipal Finance Management Act) for the municipality to report annually on its overall performance which include both Finance Reporting and Performance Reporting. The aim is to assist the municipality in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes, reflected in the Annual Report.

2. SCOPE OF WORK

The Sundays River Valley Municipality wishes to engage the services of a service provider for the drafting, editing, graphic design, layout and proof-reading of its 2015/16 Annual Report.

a. The successful bidder will be responsible for the drafting, editing, graphic design, layout and proof-reading of the municipality's 2015/16 Annual Report as per National Treasury MFMA Circular 63 (Annual Report Update) dated 26 September 2012. The report comprises: an approximately 4 page cover spread and 220 inner pages with relevant annexures.

b. The bidder must adhere strictly to the timeframes set out in Circular 63 which can be found at <http://mfma.treasury.gov.za/Circulars/Pages/Circular63.aspx>

c. The bidder must be willing to work overtime and have the necessary resources/backup to amend information, if and when required.

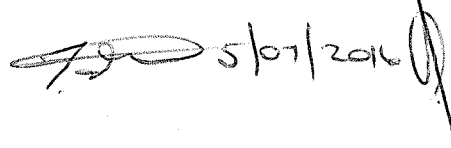
d. The bidder should not outsource any functions, except for printing

e. The bidder must be willing to work with a very diverse team and be able to work under pressure.

3. SPECIFIC TASKS

Working in close collaboration with the Municipality's Directors and Communications and IDP/PMS Unit, the Annual Report Development Consultant will:

- 1) Liaise with relevant municipal staff to put together content (text and images) for the 2015/16 Annual Report
- 2) Edit and compile the written content of the Annual Report and submit the first draft, ready for submission to the Auditor General, by no later than 15 August 2016.

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- 3) Facilitate the process of graphic design of the Sundays River Valley Municipality's Annual Report until it reaches final approval by the Municipal Manager by no later than 2 December 2016.

4. TECHNICAL/FUNCTIONAL REQUIREMENTS

The functional/technical criteria that should be utilised to test the capability of service providers should be set as follows:

Technical /Functionality will be evaluated against the following detailed requirements:

4.1. Technical Requirements

Experience

- 1) The Bidder must provide the municipality with proof of experience in compiling/designing of Annual Reports, as well as contact details of said clients
- 2) The bidder should have extensive skills in compiling, editing, designing, layout and proof-reading of Annual Reports.
- 3) The bidder must indicate the ability to design an electronic copy of the report in both HTML and PDF form
- 4) The bidder will be expected to submit three (3) examples of proposed Sundays River Valley Municipality Annual Report graphic design and layout options, inclusive of graphs, charts and tables, in line with the National Treasury Circulars 11 and 63 which can be accessed on the following link:
 - a. <http://mfma.treasury.gov.za/Circulars/Pages/Circular11.aspx>
 - b. <http://mfma.treasury.gov.za/Circulars/Pages/Circular63.aspx> (d) Editing & Proof Reading
- 5) The bidder must edit and proof-read the contributions from different Directorates and ensure that there is a "golden thread" between the reports, i.e. the reports must be consistent in terms of language and written style.
- 6) The bidder must furnish CVs of the person(s) who will be responsible for the editing and proof-reading of the document.

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7) Develop annual report in line with circular 63 and MFMA regulations

4.2. Expected Deliverables

- Be able to submit two hard copies and a soft copy of draft annual report for audit committee and auditor general's consideration by the 15 August 2017
- Be able to submit 10 edited and final annual report copies and two soft copies by the 20 January 2017

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