

**THE BIDDER**

**TENDER NO. : IRBA016/2017**

**CLOSING DATE : 19 APRIL 2017 AT 12H00**

**VALIDITY PERIOD : 90 DAYS (CALCULATED FROM CLOSING DATE)**

**BID DESCRIPTION:** **DESIGNING, PRINTING, PUBLISHING AND DELIVERY OF THE ANNUAL REPORT, THE INTEGRATED REPORT AND OTHER IRBA REPORTS**

1. Bidders are invited to submit their proposals for the supply of the abovementioned services, according to the attached Terms of Reference and conditions, as outlined in the tender documentation and annexures.
2. This bid is subject to the General Conditions of Contract (GCC) and, where applicable, any other special conditions of contract.
3. Kindly note that the bid offers should be submitted as follows:
* **Via hand delivery** and the offers should be deposited in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609.
1. No bids forwarded via a telegram, telex, facsimile, or any other similar method, will be considered.
2. No late bids will be accepted.

**DIRECTOR: OPERATIONS**

**DATE: ………………………**

# TERMS OF REFERENCE

# DESIGNING, PRINTING, PUBLISHING AND DELIVERY OF THE ANNUAL REPORT, THE INTEGRATED REPORT AND OTHER IRBA REPORTS

The Independent Regulatory Board for Auditors (IRBA) invites proposals for the provision of the abovementioned services from suitably qualified and experienced service providers for a period of four years.

# BACKGROUND OF THE IRBA

The IRBA was established in terms of Section 3 of the Auditing Profession Act, 2005 (Act No. 26 of 2005).

The objects of the Act, as set out in Section 2, are as follows:

* To provide for the establishment of an Independent Regulatory Board for Auditors;
* To protect the public in the Republic by regulating audits performed by registered auditors;
* To improve the development and maintenance of internationally comparable ethics standards and auditing standards for auditors that promote investment and as a consequence employment in South Africa;
* To set out measures to advance the implementation of appropriate standards of competence and good ethics in the auditing profession; and
* To provide for procedures for disciplinary action in respect of improper conduct.

# OVERVIEW

The IRBA functions in terms of the Auditing Profession Act, 2005 (Act 26 of 2005). The members of the board are appointed by the Minister of Finance, who must appoint competent persons, including registered auditors (RAs), to effectively manage and guide the activities of the Regulatory Board, based on their knowledge and experience.

The IRBA is funded through:

* The collection of prescribed fees and levies from RAs and firms;
* All other monies that may accrue to the Regulatory Board from any other legal source, including sanctions imposed by the Regulatory Board; and
* Monies appropriated for that purpose by Parliament.

The IRBA reports annually to the Minister of Finance, who then tables the report in Parliament.

# SCOPE OF THE WORK

# The successful Service Provider will be expected to design, print, publish and deliver the following:

# Annual Report;

# Integrated Report;

# Manual of Information book;

# Inspection Report;

# IRBA branded notebooks;

# Business cards; and

# Other IRBA branded stationery, including files, notepads, etc.

# *Note: For this tender, interested bidders must take cognisance that the quote must not include the items listed in point G above. However, quotations may be sourced for the items, as and when required. The value of these items will not be material in terms of the rest of the tender.*

# The Annual Report, Integrated Report, Manual of Information book and Inspection Report should be provided in formats that can be published on the IRBA website, and these include in PDF formats and e-book versions.

# Service requirements must be facilitated and rendered in accordance with the timeframes and detailed specifications, as indicated in the annexures applicable to this document. The IRBA reserves the right to amend/change deadlines as required.

# Bidders are requested to factor in limitless printer’s proofs as part of the required services to the IRBA.

# Packaging and delivery: All copies are to be delivered to the IRBA offices in Greenstone, Modderfontein, unless otherwise instructed.

# PROPOSAL SUBMISSION REQUIREMENTS

Service providers are requested to submit proposals that consist of the following sections:

**Section A ‒ Company Overview**

***Description of organisation***

Present an overview of the company, including the organisation’s core business, an organisational chart indicating the ownership structure of the company and a brief history of the company.

In the event of sub-contracting, service providers are requested to clearly indicate the portion that will be outsourced to the sub-contracted company. The project team and a description of the services that will be sub-contracted must be outlined in the proposal, as the information will be evaluated. This requirement applies to joint-ventures as well as sub-contracting bid submissions.

Bidders are required to provide all information as requested to demonstrate their capabilities and experience with regard to the requested services.

Bidders must provide specific information relating to the company’s printing capabilities, in-house printing skills, and details regarding the current printing machines, and staff capacity.

***Services expertise and capacity***

Present your company’s approach to delivering the required services as outlined in this document. Demonstrate staff capacity and expertise in the provision of the service requirements. Outline the structure of the business, including roles, and clearly indicate which roles will be involved with this project. Bidders are required to clearly indicate how the work will be completed when projects need to be finalised concurrently.

***Continuity of service***

Describe fully your organisation’s approach to backing up the support of the proposed services, and the succession planning in terms thereof in the event of unexpected staff losses or other events that may materially affect the provision of the relevant services to the IRBA. A high-level project plan must be included, indicating timelines, deadlines, responsibilities, allocation of resources and deliverables.

**Section B ‒ Experience and Composition of the Team**

Submit an organisational chart identifying key personnel for the effective management of the project. Also note that the key individuals shall not be substituted without the prior notification and subsequent approval of the IRBA.

Should key staff need to be substituted, the replacement staff must be of the same calibre or have the same level of expertise as the staff initially approved by the IRBA.

Service providers are required to submit:

* A curriculum vitae of the proposed Graphic Designer/s, along with a list of Annual Reports and/or Integrated Reports, or similar projects, on which the Graphic Designer/s has worked, with contactable references for each project.
* Curricula vitae of the proposed Project Manager and senior staff, along with a list of similar projects/reports on which the project team has worked, with contactable references for each project.
* Proof of previous design samples.
* Proof of each team member’s relevant qualifications.
* An indication of the company’s experience relative to the required services.

**Section C** **‒** **Methodology**

This section should present the company’s approach to delivering the required services, as outlined in this document.

**Section D ‒ Track Record and References**

Bidders are requested to indicate the number of clients to which similar services have been provided, as well as evidence from a list of clients (including contact information) outlining the success rate and track record of the bidding company.

Bidders are required to submit samples of three Annual Reports/Integrated Reports, or similar projects, undertaken by the company during the past two years.

# EVALUATION AND ADJUDICATION OF THE BID

# Phase 1: Technical Evaluation

Bids will be subjected to responsiveness criteria to determine which bid responses are compliant or non-compliant with the bid specifications and requirements issued by the IRBA as part of the bid process.

Thereafter, responsive bids will be evaluated against the criteria and weights for functionality as depicted in the table below:

**1 – POOR 2 – FAIR 3 – AVERAGE 4 – GOOD 5 – EXCELLENT**

|  |  |  |
| --- | --- | --- |
| **Criteria: Functionality** | **Information Required** | **Weight** |
| Service Provider’s relevant capability and capacity to render the services required | Section A | 30 |
| Service Provider’s relevant experience in relation to the required services | Section B | 20 |
| Proposal methodology that is aligned to the specifications and/or scope of work to be rendered | Section C | 30 |
| Track record and references | Section D | 20 |
| **Total** |  | **100** |
| **Minimum Threshold** | **70%** |

Bids that score less than **70%** of the points for functionality will be eliminated from further consideration.

**Phase 2**

The service providers that qualify in Phase 1 will be evaluated in terms of the 90/10 preference points system, where the 90 points will be used for rating pricing and the 10 points will be awarded to the bidder for being a B-BBEE status level contributor in accordance with their BEE Certificate/Affidavit document.

# MINIMUM REQUIREMENTS FOR A VALID BID

# Bidders must comply with the minimum conditions below, if they would like their bids to be evaluated on functionality. Failure to submit or comply will render the bids non-compliant.

# The bidder is required to complete and submit all Standard Bid Documents (SBD), failing which his/her bid will be disqualified. The standard bid documents are as follows:

* SBD 1: Invitation to Bid.
* SBD 3.3: Pricing Schedule (only fixed pricing will be accepted).
* SBD 4: Declaration of Interests Form.
* SBD 6.1: Preference Points Claim Form in terms of PPPFA, 2011.
* SBD 8: Abuse of Supply Chain Management System.
* SBD 9: Certificate of Independent Bid Determination.
* General Conditions of Contract (GCC) (Document is available on the IRBA website).
* Certified copy of the company/individual’s BEE Certificate.
* Company proposal (the evaluation will be based on the information as outlined and contained in the document).

# Joint Ventures: It must be noted that all parties participating in a joint venture should provide an Original Tax Clearance Certificate, copies of their B-BBEE Certificates and a consolidated BEE Scorecard; and each participating party needs to complete the SBD 4 document.

# National Treasury – Central Supplier Database: Suppliers must submit confirmation of the company or individual registration on the Central Supplier Database (CSD). The IRBA will not award any bid to a supplier that is not registered as a prospective supplier on the CSD, as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4 of 2016/2017. The CSD registration requirement applies to all companies/individuals, including joint ventures and sub-contracted companies.

# Sub-Contracting: Bidders may not sub-contract more than 25% of the contract value to a service provider that has a lower BEE rating. *NB: The sub-contractor must provide a BEE certificate, and will be evaluated in accordance to the evaluation criterion as set out in point 5 above.*

# VAT: Bidders must submit bids that are inclusive of VAT (if applicable) with their proposals.

# REPORTING

# The successful Service Provider shall liaise with the IRBA team to ensure deadlines are met and draft documents or printer proofs are approved.

# The Service Provider shall ensure that the Graphic Designer is available to meet with the IRBA team at a reasonably proposed date and time, as requested.

# DURATION OF CONTRACT

# The contract is for an initial one-year period. Subsequent to that, the contract may be extended for a further three years, depending on satisfactory supplier performance.

# The successful bidder must be able to commence services in April 2017. A Service Level Agreement will be entered into between the successful Service Provider and the IRBA to manage and track the quality of services to be rendered.

# CANCELLATION OF CONTRACT

# If the IRBA is satisfied that any person (including an employee, partner, director or shareholder of the tenderer or a person acting on behalf of or with the knowledge of the tenderer), firm or company:

# Is executing a contract with the IRBA unsatisfactorily;

# Has, in any manner, been involved in a corrupt act or offered a gift or remuneration to any officer or employee of the IRBA in connection with obtaining or executing a contract;

# Has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract;

# Has in any manner influenced or attempted to influence the awarding of the IRBA’s bid;

# Has, when advised that his tender has been accepted, given notice of his inability to execute or sign the contract or to furnish any security required;

# Has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from tendering for this contract, or relating to the tender price to be submitted by either party; and/or

# Has disclosed to any other person any information relating to this bid, except where disclosure in confidence was necessary to obtain quotations required for the preparation of the tender; the IRBA may, in addition to any other legal recourse which it may have, cancel the contract between the IRBA and such a person and/or resolve that no tender from such a person will be favourably considered for a specified period.

# 9.2 If the IRBA is satisfied that any person is or was a shareholder or a director of a firm or company, which in terms of paragraph [10.1](#_bookmark22) is one from which no tender will be favourably considered for a specified period, the IRBA may also decide that no tender from such a person, firm or company shall be favourably considered for a specified period.

# 9.3 Any restriction imposed upon any person shall apply to any other person with which such a person is actively associated.

# 9.4 The IRBA reserves the right to unilaterally terminate the contract with the successful Service Provider on one month’s notice, in the event of circumstances beyond its control and that render continuation with the contract undesirable or unnecessary, without compensation to the Service Provider.

# CONTRACTUAL ASPECTS

# The contents of this document shall be deemed to constitute the Special Conditions of Contract applicable to this bid, and shall be read together with the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations.

# Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.

# The bid document, together with the specifications contained in this document, shall constitute part of the Contract.

# Bidders shall not perform any work or render any services in terms of the Contract unless they are in receipt of a written instruction to that effect from the IRBA.

# The successful bidder may not assign his/her own obligations.

# The successful bidder must advise the IRBA immediately when it seems like unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished to the IRBA, including project team changes that may affect the quality of the service.

# DISCLAIMER

# Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The IRBA will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

# The IRBA reserves the right to not appoint any particular contracted partner that does not comply with the conditions of this bid, or if information that could put the IRBA at risk is obtained by the IRBA about a bidder.

# The IRBA reserves the right to cancel this bid should the budget to cover the full quote of this tender not be available at the time of awarding the bid or if the need does not exist anymore or the specifications have changed.

# ABSENCE OF OBLIGATION

# No legal or other obligation shall arise between bidders and the IRBA unless and until the formal appointment documentation has been signed. The IRBA is not obliged to proceed with any bidder’s proposals. The IRBA reserves the right to request changes to any proposed consortia.

# TENDER SUBMISSION REQUIREMENTS

# The IRBA requires four (4) printed copies – one (1) original and three (3) hard copies of the complete bid documentation supporting the criteria as stated above. The IRBA reserves the right to make additional copies, as required, for the evaluation.

# Completed documents must be sealed, clearly marked and submitted with the correct reference and tender number.

# Enclosed documents must be deposited in the tender box situated at the reception area of the IRBA building on or before the closing date and time.

# PRICING SCHEDULE

# 14.1 Bidders are requested to provide the pricing schedules for all proposed services, as detailed in the SBD 3.3 document.

# 14.2 For ease of evaluation, the pricing schedule must be submitted in an envelope that is separate sealed from the technical proposal. The pricing schedule must also be submitted in the format as set out in the SBD3.3 form and must be clearly marked.

# 14.3 The IRBA will not be responsible for expenses incurred by the successful Service Provider for operational and/or other requirements to render the services.

# OTHER

# Enquiries may be directed as follows:

**Bid Enquiries**

Samantha Berry

Tel: (087) 940-8800

E-mail address: sberry@irba.co.za

**Specification Enquiries**

Lebogang Manganye

Tel: (087) 940-8800

E-mail: lmanganye@irba.co.za

# ANNEXURE A

# ANNUAL REPORT

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Estimated number of copies to be printed** | **Estimated number of pages, excluding the cover pages** | **Number of CDs to be submitted with the report** |
| IRBA Annual Report, including Financial Statements | 500 | 80 | 5 |

**Timelines**

The contractor must deliver as per the following schedule:

|  |  |  |
| --- | --- | --- |
| **DATE** | **TASK** | **RESOURCE** |
| **08 May** | Draft Designs of the Annual Report presented to the IRBA  | Service Provider |
| **19 May** | Final sign-off on the design of the Annual Report | Service Provider/IRBA |
| **31 May** | Final Word document, excluding the Auditor-General’s (AG) Report, sent to the Service Provider | IRBA |
| **1-16 June** | Review of proofs to finalise the report | Service Provider/IRBA |
| **19 June** | Draft Annual Report, excluding the AG’s Report, submitted for Manco’s review | Service Provider  |
| **30 June** | Final Annual Report, excluding the AG’s Report, submitted for review by the Audit Committee | Service Provider |
| **19 July** | Submission of the AG’s Report (depending on receipt from the AG) | IRBA |
| **20 July** | Submission of the final proof of the Annual Report, including the AG’s Report, for review by the IRBA Board and the AG | Service Provider |
| **31 July** | Submission of final changes based on modifications from the IRBA Board and the AG | IRBA |
| **4 August** | Final version of the report gets signed off | IRBA |
| **15 August** | Delivery of the final printed copies of the report (date may change depending on Parliament deadlines) | Service Provider |
| **21 August** | 5 x CDs that include pdf version of report plus file to be used for eBook that can be published and hosted on IRBA website | Service Provider |

The dates for years 2-4 of the contract may change depending on the calendar and when weekends and official holidays fall in those subsequent years.

# Specifications for the Annual Report

Size: A4 (portrait)

Editing, proofreading Excluded

Concepts: (Including stock pictures and 5 infographics) Included

Photographs Excluded

**Printing**

Colours: Full colour or 5 colours throughout.

Cover: To be dictated by the design; 300 gsm. UV varnish or Spot varnish finish, outside front cover.

Text: To be dictated by the design; 135 gsm.

Binding: Section sewn cover drawn on (Perfect bind).

Quantity: The estimated number of copies is included in the above table and may differ at the finalisation.

**CD Containing the Annual Report**

The CD must contain the following:

* A PDF version of the Annual Report in high resolution.
* An e-book version of the Annual Report.
* A Word version of the Annual Report.

# Conceptualisation and Design

The Service Provider must:

* Conceptualise and develop themes and designs on template pages for the report, including for the financial pages, graphs and divider pages. These themes must be in line with the corporate image standards of the IRBA.
* Provide the IRBA with at least three (3) concepts for the look and feel of the report.
* Provide a design that must be adaptable over a four-year period, and one that must carry common elements or concepts in each issue.
* Provide a design development that includes plotting & generating organograms, maps, graphs, pie charts and digital artwork, such as deep etching and cropping, as specified by the IRBA during consultation.

# Reproduction and Layout

For the typesetting and layout, the copy will be supplied in an electronic format using Microsoft Office software, e.g. Word and Excel.

The successful Service Provider will be required to provide colour samples and to check colours and consistency at all stages of the process, including having to:

* Provide A3 proofs in colour so as to check for colour variances and quality on the cover, colour specs and photo images inside.
* Provide a final proof copy of the printed cover for sign-off prior to binding the final report.
* Provide an electronic generation of plates for printing and an electronic version for Web publishing.

# Quality Assurance

The successful service provider shall ensure that all work conforms to the highest professional standards. Such work may be further subjected to external quality assurance, should this be deemed necessary.

Quality assurance is required in terms of colour accuracy and consistency; registration; paper quality; binding; folding; size accuracy and consistency; packaging; packaging material; quantity; and overall appearance.

# Examples

Examples of previous annual reports are available from the IRBA website at [www.irba.co.za](http://www.irba.co.za)/library.

# Other Important Information

The ISBN and RP numbers shall be obtained for the IRBA from the Government Printers to ensure accurate referencing are placed and printed correctly on the back cover of the Annual Report.

**ANNEXURE B**

# INTEGRATED REPORT

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Estimated number of copies to be printed** | **Estimated number of pages, excluding the cover pages** | **Number of CDs to be submitted with the report** |
| IRBA Integrated Report | 2 000 | 60 | 5 |

**Timelines**

The contractor must deliver as per the following schedule:

***(Note: The design of the Integrated Report for year one is excluded from the tender, although full pricing should be done. The printing of the report, however, will be done in the first year of the contract by the successful Service Provider.)***

|  |  |  |
| --- | --- | --- |
| **DATE** | **TASK** | **RESOURCE** |
| **12 April** | Draft design of the Integrated Report presented to the IRBA  | Service Provider |
| **19 April** | Final sign-off on the design of the Integrated Report | Service Provider/IRBA |
| **21 April** | Final Word document and other content sent to the Service Provider  | IRBA |
|  |  |  |
| **24 April–****5 May** | Review of proofs to finalise the report | Service Provider/IRBA |
| **10 May** | Submission of the draft Integrated Report for Manco review  | Service Provider  |
| **16 May** | Integrated Report submitted for review by the Audit Committee | Service Provider |
| **25 May** | Draft Integrated Report submitted for review by the IRBA Board  | Service Provider |
| **2 June** | Submission of changes based on modifications from the IRBA Board  | IRBA |
| **9 June** | Integrated Report waiting for final possible audit changes | Service Provider |
| **19 July** | Submission of final relevant changes due to possible modifications by the Auditor-General on the Annual Report | IRBA |
| **21 July** | Final proof of the Integrated Report submitted for approval by the Board | Service Provider |
| **4 August** | Final version signed off | IRBA |
| **25 August** | Delivery of the final printed copies of the Integrated Report (date may change depending on Parliament deadlines) | Service Provider |
| **30 August** | 5 x CDs that include pdf version of report plus file to be used for eBook that can be published and hosted on IRBA website | Service Provider |

The dates for years 2-4 of the contract may change depending on the calendar and when weekends and official holidays fall in those subsequent years.

# Specifications for the Integrated Report

Size: A4 (Landscape)

Copy-writing: Excluded

Editing, proofreading: Excluded

 Concepts: (Including stock pictures and 5 infographics) Included

Photographs Excluded

**Printing**

Colours: Full colour or 5 colours throughout.

 Cover: To be dictated by the design; 300 gsm. UV varnish or Spot varnish finish, outside front cover

Text: To be dictated by the design; 135 gsm.

Binding: Section sewn cover drawn on (Perfect bind).

Quantity: The estimated number of copies is included in the above table and may differ at the finalisation.

**CD Containing the Integrated Report**

The CD must contain the following:

* A PDF version of the Integrated Report in high resolution.
* An e-book version of the Integrated Report.
* A Word version of the Integrated Report.

# Conceptualisation and Design

The service provider must:

* Conceptualise and develop themes and designs for the cover pages of this report. These themes must be in line with the corporate image standards of the IRBA.
* Provide the IRBA with at least three (3) concepts for the look and feel of the report.
* Provide a design that must be adaptable over a four-year period, and one that must carry common elements or concepts in each issue.
* Provide a design development that includes plotting & generating organograms, maps, graphs, pie charts and digital artwork, such as deep etching and cropping, as specified by the IRBA during consultation.

# Reproduction and Layout

For the typesetting and layout, the copy will be supplied in electronic format using Microsoft Office software, e.g. Word and Excel.

The successful Service Provider will be required to provide colour samples and to check colours and consistency at all stages of the process, including having to:

* Provide A3 proofs in colour so as to check for colour variances and quality on the cover, colour specs and photo images inside.
* Provide a final proof copy of the printed cover for sign-off prior to binding the final report.
* Provide an electronic generation of plates for printing and an electronic version for Web publishing.

# Quality Assurance

The successful Service Provider shall ensure that all work conforms to the highest professional standards. Such work may further be subjected to external quality assurance, should this be deemed necessary.

Quality assurance is required in terms of colour accuracy and consistency; registration; paper quality; binding; folding; size accuracy and consistency; packaging; packaging material; quantity; and overall appearance.

# Examples

Examples of previous integrated reports are available from the IRBA website at [www.irba.co.za](http://www.irba.co.za)/library.

# Other Important Information

The ISBN and RP numbers shall be obtained for the IRBA from the Government Printers to ensure accurate referencing are placed and printed correctly on the back cover of the Integrated Report.

**ANNEXURE C**

# INSPECTIONS REPORT

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Estimated number of copies to be printed** | **Estimated number of pages, excluding the cover pages** | **Number of CDs to be submitted with the report** |
| IRBA Integrated Report | 300 | 60 | 2 |

**Timelines**

The contractor must deliver as per the following schedule:

|  |  |
| --- | --- |
| **TASK** | **RESOURCE** |
| Draft design of the Inspections Report presented to the IRBA  | Service Provider |
| Final sign-off on the design of the Inspections Report | Service Provider/IRBA |
| Final Word document and other content sent to the Service Provider  | IRBA |
|  |  |
| Review of proofs to finalise the report | Service Provider/IRBA |
| Submission of final relevant changes due to possible modifications  | IRBA |
| Final proof of the Inspection  | Service Provider |
| Final version signed off | IRBA |
| Delivery of the final printed copies of the Inspections Report  | Service Provider |
| 2 x CDs that include pdf version of report plus file to be used for eBook that can be published and hosted on IRBA website | Service Provider |

The dates for the Inspections Report are not confirmed but should be done within 1 month between November and February of each year.

# Specifications for the Inspections Report

Size: A4 (Landscape)

Copy-writing: Excluded

Editing, proofreading Excluded

 Concepts: (Including stock pictures and 10 infographics) Included

Photography Excluded

# Printing

Colours: Full colour or 5 colours throughout.

 Cover: To be dictated by the design; 300 gsm matt.

Text: To be dictated by the design; 135 gsm matt.

Binding: Section sewn cover drawn on (Perfect bind).

Quantity: The estimated number of copies is included in the above table and may differ at the finalisation.

**CD Containing the Inspections Report**

The CD must contain the following:

* A PDF version of the Inspection Report in high resolution.
* An e-book version of the Inspection Report.
* A Word version of the Inspection Report.

# Conceptualisation and Design

The service provider must:

* Conceptualise and develop themes and designs for the cover pages of this report. These themes must be in line with the corporate image standards of the IRBA.
* Provide the IRBA with at least three (3) concepts for the look and feel of the report.
* Provide a design that must be adaptable over a four-year period, and one that must carry common elements or concepts in each issue.
* Provide a design development that includes plotting & generating organograms, maps, graphs, pie charts and digital artwork, such as deep etching and cropping, as specified by the IRBA during consultation.

# Reproduction and Layout

For the typesetting and layout, the copy will be supplied in electronic format using Microsoft Office software, e.g. Word and Excel.

The successful Service Provider will be required to provide colour samples and to check colours and consistency at all stages of the process, including having to:

* Provide A3 proofs in colour so as to check for colour variances and quality on the cover, colour specs and photo images inside.
* Provide a final proof copy of the printed cover for sign-off prior to binding the final report.
* Provide an electronic generation of plates for printing and an electronic version for Web publishing.

# Quality Assurance

The successful Service Provider shall ensure that all work conforms to the highest professional standards. Such work may further be subjected to external quality assurance, should this be deemed necessary.

Quality assurance is required in terms of colour accuracy and consistency; registration; paper quality; binding; folding; size accuracy and consistency; packaging; packaging material; quantity; and overall appearance.

# Examples

Examples of previous integrated reports are available from the IRBA website at [www.irba.co.za](http://www.irba.co.za)/inspections/reports.

# Other Important Information

The ISBN and RP numbers shall be obtained for the IRBA from the Government Printers to ensure accurate referencing are placed and printed correctly on the back cover of the Inspections Report.

**ANNEXURE D**

# MANUAL OF INFORMATION BOOK

The Manual of Information book may be required only in year one of the contract. For the other subsequent years, a need for the book will depend on legislation updates and other major content changes.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Estimated number of copies to be printed** | **Estimated number of pages, excluding the cover pages** | **Number of CDs to be submitted with the book** |
| IRBA Manual of Information | 1 000 | 350 | 5 |

**Timelines**

The contractor must deliver as per the following schedule:

|  |  |  |
| --- | --- | --- |
| **DATE** | **TASK** | **RESOURCE** |
| 1 September | Design of the Manual of Information presented to the IRBA  | Service Provider |
| 15 September | Final sign-off on the design of the Manual of Information | Service Provider/IRBA |
| 18 September | Final Word document sent to the Service Provider  | IRBA |
| September |  |  |
| 20 September-6 October | Proofs submitted and finalised by the Service Provider | Service Provider/IRBA |
| 11 October | Draft Manual of Information submitted for review by Manco | Service Provider |
| 20 October | Final proof sent to the IRBA for review  | Service Provider |
| 30 October | Final version signed off | IRBA |
| 17 November | Delivery of the final printed Manual of Information book | Service Provider |
| 24 November | Delivery of website-ready versions, including an e-book format | Service Provider |

# Specifications for the Manual of Information

Size: A5 (Portrait)

Copy-writing: Excluded

Editing, proofreading: Excluded

Photography: Excluded

Concepts: Included

# Printing

Colours: Full colour or 5 colours only for cover pages.

Cover: To be dictated by the design; 250 gsm.

Text: To be dictated by the design; 115 gsm.

Binding: Section sewn cover drawn on (Perfect bind).

Quantity: The estimated number of copies is included in the above table and may differ at the finalisation.

**CD Containing the Manual of Information Book**

The CD must contain the following:

* A PDF version of the Manual of Information book in high resolution.
* An e-book version of the Manual of Information.
* A Word version of the printed Manual of Information.

# Conceptualisation and Design

The Service Provider must:

* Conceptualise and develop designs for the cover pages only. This must be in line with the corporate image standards of the IRBA.
* Provide the IRBA with at least three (3) concepts for the look and feel of the book.
* Provide a design that must be adaptable over a four-year period, and one that must carry common elements or concepts in each issue, if required.
* Provide a design development that includes plotting & generating organograms, maps, graphs, pie charts and digital artwork, such as deep etching and cropping, as specified by the IRBA during consultation.

# Reproduction and Layout

For the typesetting and layout, the copy will be supplied in electronic format using Microsoft Office software, e.g. Word and Excel.

The successful Service Provider will be required to provide colour samples and to check colours and consistency at all stages of the process, including having to:

* Provide A3 proofs in colour so as to check for colour variances and quality on the cover, colour specs and photo images inside.
* Provide a final proof copy of the printed cover for sign-off prior to binding the final book.
* Provide an electronic generation of plates for printing and an electronic version for Web publishing.

# Quality Assurance

The successful Service Provider shall ensure that all work conforms to the highest professional standards. Such work may further be subjected to external quality assurance, should this be deemed necessary.

Quality assurance is required in terms of colour accuracy and consistency; registration; paper quality; binding; folding; size accuracy and consistency; packaging; packaging material; quantity; and overall appearance.

# Examples

Examples of previous Manual of Information books are available from the IRBA website at [www.irba.co.za](http://www.irba.co.za)/library.

# Other Important Information

 The ISBN and RP numbers shall be obtained for the IRBA from the Government Printers to ensure accurate referencing are placed and printed correctly on the back cover of the Manual of Information.

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**ANNEXURE E**

1. **IRBA NOTEBOOKS**

The following specifications or requirements apply:

* Design and layout of only the cover page must be in line with the design of the Annual Report.
* 200pp printed in one (1) colour on 80gsm Kami Bond.
* Fitted with two (2) satin ribbons and head and tail bands.
* Cover printed in full colour.
* Inside pages to be printed only with writing lines on both sides of the pages.
* Laminated and scodix wrapped onto 1750mic Eska Board and case bound.
* Size: 210mm x 148mm.
* Number of pages: 200
* Paper: A5 sheet, gloss art, white, 170gsm.
* Service providers are requested to provide pricing for 100 notebooks.
* The IRBA notebooks should be delivered by 1 December each year.
* The IRBA reserves the right to adjust the quantities.

**ANNEXURE F**

1. **BUSINESS CARDS**

The following specifications or requirements apply:

* Business cards to be printed in full colour, only on the front, on 350gsm Matt.
* The backs of the business cards should be easy to write on without smudging.
* Size: 90mm x 50mm.
* Service providers must provide fixed pricing for the business cards, as per the pricing schedule.
* The total number of business cards per year is estimated at 20 different card packs of 250 cards per pack.
* Orders will be placed during the year, whenever required.