



APPOINTMENT OF A SERVICE PROVIDER FOR PROOF READING, COPY EDITING, GRAPHIC DESIGN, PHOTOGRAPHY, LAY-OUT, AND PRINTING OF VARIOUS DOCUMENTATION FOR A PERIOD OF THREE (3) YEARS: NCC/01/2026/2027

Questions	Answers
- Can we submit hard drive for electronic version? - Can we send the electronic version via email?	Yes Yes, as long as it will be packaged the same way as the physical copy.
Can we fill the forms electronically?	Yes, please use ink for signatures.
Can you claim women and EME please?	Yes
Do service providers with extensive publishing background other than ARs, QRs eligible to submit proposals?	Yes, provided that they meet the requirements set out in the Terms of reference.
Please advise on some additional clarifications: Newsletters - - The specs state “digital and paper-based” but give no quantities for paper-based. - Text for inner page is given as “matt”, but no weight or type of paper is provided. - Are cover and text on different weight paper? In all cases to be quoted on: - Where “filler images” are required, please advise on how these are to be quoted for? - Similarly for where “tables, diagrams and maps” are required?	Digital version and one hard copy per year Quote per booklet specifications Quote per booklet specifications Service provider to quote based on general rules of graphic design.

• Could you Kindly indicate if we should submit Strictly CV/s or are we allowed to present the team in this manner, which still captures their experience and qualifications without submitting dull details on the CV that goes on forever...	• Please stick to the terms of reference.
• Annual Reports – 120 per year over a 3 year period • Please confirm Portrait or Landscape format? • Professional Photo Shoot on premises in Pretoria – how many photoshoots do you require per annum? • Annual Performance Plan – 1 per year over a 3 year period • Please confirm Portrait or Landscape format? • Strategic Plan – is this 1 per year over a 3 year period? • Please confirm Portrait or Landscape format? • Quarterly Performance Reports – 12 over a 3 year period • Please confirm Portrait or Landscape format? Marketing Material • May we assume this is 10 000 per year over a 3 year period? • How many print batches and quantities do you require per year? This affects the pricing • Please confirm Portrait or Landscape format? Booklets • May we assume this is 10 000 per year over a 3 year period? • How many print batches and quantities do you require per year? This affects the pricing • Please confirm Portrait or Landscape format? Newsletters	• Yes • Portrait • 40 hours per year • Yes • Portrait • Yes • Portrait • Yes • Portrait • Marketing material required is 30 000 copies over a period of 3 years (2500 per quarter) • 4 batches • Portrait • 12 000 over a period of 3 years (4000 per year) • 4 batches (1000 per quarter) • Portrait

• May we assume this is 1 per year over a 3 year period? • Am I correct that you only require 1 newsletter to be printed per year and you require the final product to be supplied for web distribution? • Please confirm Portrait or Landscape format? Photography • Am I correct that you require 120 hours over a 3 year period – that would be 40 hours per year • How many sessions per year do you require? • Do you need a make-up artist for these sessions?	• Yes • Correct • Portrait • Yes • Sessions numbers cannot be determined at this stage, please quote based on hours. • No
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