

APPOINTMENT OF SERVICE PROVIDER FOR THE PRODUCTION AND PRINT OF EWSETA ANNUAL REPORT AND GOVERNANCE DOCUMENTS FOR A PERIOD OF TWO (2) YEARS

BID DESCRIPTION:

BID NUMBER:

EWSETA/RFQ/088/2022

ISSUE DATE:

13-Jan-23

CLOSING DATE:

27-Jan-23



Item 5 – Copy Writing and Proofreading

o Preparation of Draft questions for 3 Executives and the Chairperson – **what about the other two people who need to be interviewed?**

o Conduct in-person interviews with all Executives and Chairperson - 3 in Gauteng and 1 in Free State (an estimate on 6 interviews of 3 hours each) **Will this include travel time? Will travel be required for the person in the Free State?**

The interviews, will we be interviewing one person at a time or will they be group interviews? Is a different cost if it is interviewing more than one person in a meeting?

o Consolidation of all information from various departments and incorporation into annual report drafts – **Does this require project management and meetings?**

o Preparing first draft for submission by May 2023

o Prepare further drafts based on inputs and changes received

o Proofread full annual report at every stage (+/- 3 full proof-reads of document (including financials))

o Summarise full annual report into a Performance Overview Report required for the AGM – Will this be required on PowerPoint or an actual document?

How many pages/slides?

- There are only 4 people that need to be interviewed. We have requested 6 interviews just in case you require to have a follow up interview with one of the 4
- All interviews are to be in-person, however the Free State interview may be virtual dependant on Chair’s availability. Include travel for the interviews in JHB at 22 Wellington Road, Parktown. For travel (if required) for Free State, EWSETA will cover the costs separately.
- Interviews will be one-on-one and not in a group
- The provider is to consolidate all information provided to them for the AR and prepare the drafts. This will require project management from the provider’s side
- Meetings must be atleast once a week with the Acting Marketing Manager and when necessary, the Corporate Services Executive
- The Performance Overview is an actual document/book. Estimate on 20 pages, A5 (same paper grammage as AR with special cover finish as per AR)

Item 6:

Photography - **please find out if we can make use of a mobile setup studio and where (which city) will the shoot be?**

- The shoots will be in JHB. For executives, it can be in a studio environment/or a sourced location.
- For staff, a mobile setup studio
- For Board members, the mobile setup studio is best as the shoot will take place at a venue determined by EWSETA (in JHB)

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<p>Item 7: Must we custom design/develop the Vector icons or can it be internet drawn common vectors?</p>	<ul style="list-style-type: none"> • Custom-designed to work with the chosen overall design look and feel
<p>Item 8: A4 programme, how many pages? Electronic HTML newsletter x 4 issues, how many pages? Where will the AGM take place and how many hours must the designer be at the premises?</p>	<ul style="list-style-type: none"> • A4 programme (one page, double-sided, full colour) • One A4 page each • AGM is held in JHB (venue to be confirmed). the designer to be available from +/- 7.a.m – 14:00 p.m.)
<p>May I ask for clarity on the Annual report print. When asked for : The 180 inside pages will be divided into 7 tabbed sections. This will require crash cutting to create the 7 sections. Does this mean the book will have 7 dividers sticking out from the rest of the pages?</p>	<ul style="list-style-type: none"> • Each section must be tabbed to differentiate each section and yes, this will mean that tab section pages will stick out. • If there are other more innovative and appealing ways of doing this, we are open to suggestions
<p>The photography required will it be in JHB and for studio may we use mobile backdrop and lights or do you want indoor studio? If required indoor will the persons come to PTA?</p>	<ul style="list-style-type: none"> • Answered above • Executives will come to PTA
<p>Please confirm if the Annual Report that we must quote for must be portrait or landscape?</p>	<ul style="list-style-type: none"> • Portrait

Will a project plan be required?

**Yes. Once appointment is confirmed a project plan will be required.
By March 2023**

For a 1st draft to be ready in May, when is the project expected to kick off?

No there is only a marketing manager (acting)

Is there an editorial team established within the organisation?

No confirmed date as yet, however, EWSETA normally aims to have our AGM in late November/December annually

Is the date for the AGM set?