

## END TO END PRODUCTION OF SENTECH INTEGRATED REPORT 2025

### 1.1. Background

SENTECH is looking for a service provider to produce the SENTECH Integrated report. The job will include Content Writing, Editing, Design and Layout.

### 1.2. Scope of Work

The service provider is required to provide end – to end services:

- Alignment to SENTECH Project Plan
- Project Management (incl. monitoring timelines and ensuring deadlines are met as per SENTECH timetable)
- Provide regular progress updates
- Resource planning
- Writing of Integrated Report using divisional contributions – This includes interviews where necessary
- Editing and ensuring alignment and accuracy of content throughout the document (Copy, tables, graphs etc)
- Development and design of 3 concepts for submission to SENTECH
  - Covers (back and front)
  - Table of contents
  - CEO/Chairperson's/CFO and COO statements
  - Ops review
  - Dividers
  - Photos
  - Graphs
  - Review section tables
  - Financials tables
  - Graphics to tell our ESG (Environmental, Social, and Environmental) story
- Report layout and design (including financials)
- Sourcing of images
- Source ISBN and IRP numbers
- Deliver digital copy of IR 2025
- Deliver split digital copy with Annual Report with separate Audited Financial Report
- Development of IR Summary One page for digital platforms
- Development of PowerPoint Presentation designed in line with the report's style, allowing new elements to be incorporated as needed.
- Loading of pdf digital copies onto SENTECH memory sticks, 30 in quantity
- Service provider is required to upload digital (PDF) integrated report onto 30 Sentech branded glass 32G flash drive. The service provider is required to source the required 30 flash drive
- To produce a digital magazine (page flip format) for website and intranet

**NB: Service provider is required to breakdown each element of their quotation**

#### Critical timelines

- Project Briefing meeting no later than 3 working days after appointment
- Board and Board Committee submissions
- Submission to Shareholder
- Submission to External Auditors
- Final digital copy of SENTECH Integrated Report 2025 to be delivered to SENTECH 21 days before AGM i.e. 31 July 2025

### 1.3. Terms and Conditions

**SENTECH reserves the right to**

- Extend the closing date.
- Verify any information contained in a response.
- Request documentary proof
- Cancel or withdraw the requirement
- Communication will be limited to only those Service Providers who meets the requirements.
- This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail.
- SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the Service Provider fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH.
- SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider.
- SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider.
- SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits.
- Key resource provided in response should be engaged in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract.
- Service Level Agreement will be signed with the successful Service Provider.

#### 1.4. Mandatory Criteria

Mandatory Criteria	Proof Required	Yes/No
Commitment letter to allocate resources for overtime work, i.e. after hours, and weekends as and when required.	Signed letter on a company letterhead, explicitly stating allocation of resources for overtime work, i.e. after hours, and weekend as and when required.	

**Bidders who do not include a commitment letter to satisfy the mandatory criteria will not be eligible to be assessed further.**

#### 1.5. Functional Criteria

Functional criteria	Proof Required	Points
<p>Years of Experience of the Service Provider in the Content Writing, Editing, Proofing), Graphic Design &amp; Layout</p> <ul style="list-style-type: none"> <li><b>More</b> than 15 years of experience.....15 points</li> <li>Between 10 to 15 years of experience.....10 points</li> <li>Between 5 to 9 years of experience .....5 points</li> <li>Less than 5 years of experience.....0 points</li> </ul>	<p>Detailed Project list with the following:</p> <p><b>Project Name</b>  <b>Customer Name</b>  <b>Description of Service</b>  <b>Start Date of the Project</b>  <b>End Date of Project</b>  <b>Contact Details of Customer</b></p> <p>Start Date of the projects will be used to calculate number of years' experience in the industry</p>	<b>15</b>
<p>Years of experience and qualifications in Content Writing, Editing and Proofing of Resource to be deployed at Sentech</p> <ul style="list-style-type: none"> <li><b>More</b> than 15 years of experience.....15 points</li> <li>Between 10 to 15 years of experience.....10 points</li> <li>Between 5 to 9 years of experience .....5 points</li> <li>Less than 5 years of experience.....0 points</li> </ul>	<p>Curriculum Vitae of the Content Writing, Editing and Proofing Resource</p> <p><b>(Should the content writer, editor and proofing specialist be different team members please send all CVs)</b></p>	<b>15</b>
<p>Years of experience and qualifications in Graphic Design &amp; Layout of Resource to be deployed at Sentech</p> <ul style="list-style-type: none"> <li><b>More</b> than 15 years of experience.....15 points</li> <li>Between 10 to 15 years of experience.....10 points</li> <li>Between 5 to 9 years of experience .....5 points</li> <li>Less than 5 years of experience.....0 points</li> </ul>	<p>Curriculum Vitae of the Graphic Design &amp; Layout Resource</p>	<b>15</b>
<p>Years of experience and qualifications <u>Quality Assurance</u> in Content Writing</p> <ul style="list-style-type: none"> <li><b>More</b> than 15 years of experience.....15 points</li> <li>Between 10 to 15 years of experience.....10 points</li> <li>Between 5 to 9 years of experience .....5 points</li> <li>Less than 5 years of experience.....0 points</li> </ul>	<p>Curriculum Vitae of the Quality Assurance Resource</p>	<b>15</b>
<p>Provide a detailed portfolio of soft copy (Email or USB) of previously published and client approved work. <b>(Not older than 3 years from the time date of RFQ Advert)</b></p> <p>8+ examples of corporate plan.....15 Points</p> <p>5 to 7 examples of corporate plan .....10 Points</p> <p>3 to 4 examples of corporate plan .....5 Points</p> <p>Less than 3 examples of corporate plan.....0 points</p>	<p>Soft copy of previous projects (corporate plan or corporate publications) <b>(Not older than 3 years from the date of RFQ Advert)</b></p>	<b>15</b>

Functional criteria	Proof Required	Points
<p>Provide an example of ESG report (Environmental, Social and Environmental) portfolio of soft copy (Email or USB) of previously published and client approved work. <b>(Not older than 3 years from the time date of RFQ Advert)</b></p> <p>5+ examples of corporate plan.....15 Points</p> <p>4 to 5 examples of corporate plan .....10 Points</p> <p>2 to 3 examples of corporate plan .....5 Points</p> <p>Less than 2 examples of corporate plan.....0 points</p>	<p>Soft copy of previous projects (ESG) <b>(Not older than 3 years from the date of RFQ Advert)</b></p>	15
<p>Demonstrate referrals for Writing, Editing, Proof Reading (Publishing), Graphic Design &amp; Layout. <b>(Not older than 3 years from the time date of RFQ Advert)</b></p> <p>More than 8 Letters.....20 points</p> <p>5 to 7 Letters.....15 points</p> <p>3 to 4 Letters.....10 points</p> <p>Less than 3 Letters.....0 points</p> <p>No letter attached.....0 points</p>	<p>Attach letters of referral from previous Customer that you have serviced.</p> <p>Letters must be on the official letterhead of the customer</p>	20
<p>Methodology and approach clearly describing the workflow for Content Writing, Editing, Proofing, Graphic Design, Quality Assurance and Printing project clearly showing the link and customer interface between Service Provider Team and the Sentech Teams during the project. Methodology must also highlight the supporting project resources that will assist with the implementation of the project.</p> <p><b>Evaluation indicators:</b></p> <ul style="list-style-type: none"> <li>• <b>Excellent methodology</b> – Comprehensive end- to-end Methodology and Proposal. This is covering over and above the minimum specifications =35 points</li> <li>• <b>Good methodology</b> – End-to-end Methodology and Proposal in line with the minimum defined Scope of Work =15 points</li> <li>• <b>Average methodology</b> – End-to-end Methodology and Proposal with one or more critical requirements missing = 5 points</li> <li>• <b>No methodology attached</b> OR Methodology and Proposal does have any solution linked to requirements =0 points</li> </ul>	<p>Attached detailed Methodology and Proposal</p>	35
<b>Qualifying Score: 115 points out of 135</b>	<b>TOTAL SCORE</b>	<b>145</b>

## 1.6. Pricing Data

## A) PRICING DATA

Work Component (Reference to Scope of Work)	Deliverables	Total per Work Component
	<b>TOTAL AMOUNT (EXCL VAT)</b>	
	<b>VAT (15%)</b>	
	<b>TOTAL AMOUNT (INCL VAT)</b>	