



1. THE SPECIFICATION FOR THE CONCEPT LAYOUT, DESIGN, EDITING, BINDING, AND PRINTING OF THE QCTO STRATEGIC PLAN, ANNUAL PERFORMANCE PLAN AND THE ANNUAL REPORT FOR THREE YEARS

The objective of these specifications is to appoint a suitable competent service provider that can submit concept layout and designs, do editing, proofreading, binding and printing, and produce the QCTO Strategic Plan, Annual Performance Plan, and the Annual Report within the set timeframes to the satisfaction of the QCTO for three years.

The proof of printed work done on the Strategic Plan/ APP / Annual Report, with signed letters from clients confirming the service of each submitted proof, must be submitted together with quotations by all Service providers.

NB: The service provider will be required to request the ISBN for all printing work of reports and plans

A. ANNUAL PERFORMANCE PLAN

2. SCOPE OF WORK:

Annual Performance Plan (APP)

- a) Conceptualised design, edit, and layout to the satisfaction of QCTO
- b) Develop cover concepts
- c) Edit the submitted Word version of the APP
- d) Print two copies of the Annual Performance Plan for proofreading (or electronically as agreed with the QCTO)
- e) Finalise Annual Performance Plan
- f) Print the Annual Performance Plan

- g) Submit the final accepted changes, a Word version of the APP, with the Final printer's proof version to QCTO
- h) Deliver copies of the Annual Performance Plan to the indicated address
- i) Communicate on an ongoing basis with the QCTO

3. SPECIFICATIONS TO FINALISE DOCUMENT: APP

- a) **Size:** A4 Landscape
- b) **Print:** ± 120 pp text print in full colour throughout on 128 gsm Hi-Q
- c) **Matt/gloss:** Matt
- d) **Cover:** 4 pp cover printed full colour one side on 300 gsm Hi-Q Matt (layout in
 - 1. QCTO official colour (quick guide will be provided)
- e) Different options should be provided to choose from
- f) **Binding:** Purr bind with a drawn-on cover (good quality to be used)
- g) **Quantity:** 70 hard copies and 1 Memory stick (USB)
- h) **Delivery Address:** 70 copies and 1 Memory stick (USB) at 256 Glyn Street, Hatfield, Pretoria

4. SCOPE OF WORK:

B. QCTO Strategic Plan

- a) Printing of the QCTO Strategic Plan
- b) Print two copies of the Strategic Plan for proofreading (or electronically as agreed with the QCTO)
- c) Submit the final accepted changes in Word version with the Final printer's proof version to QCTO
- d) Finalise printing of the Strategic Plan
- e) Deliver copies of the Strategic Plan to address the indicated
- f) Communicate on an ongoing basis with the QCTO

5. SPECIFICATIONS TO FINALISE DOCUMENT:

Strategic Plan

- a) **Size:** A4 Portrait
- b) **Print:** ± 85 pp text print in full colour throughout on 128 gsm Hi-Q

- c) **Matt/gloss:** Matt
- d) **Cover:** 4 pp cover printed full colour one side on 300 gsm Hi-Q Matt (layout in
QCTO official colour (quick guide will be provided)
- e) Different options should be provided to choose from
- f) **Binding:** Purr bind with a drawn-on cover (good quality to be used)
- g) **Quantity:** 70 hard copies and 1 Memory Stick (USB)
- h) **Delivery Address:** 70 copies and 1 Memory Stick (USB) at 256 Glyn Street, Hatfield, Pretoria

C. ANNUAL REPORT 2024/25

6. SCOPE OF WORK:

- j) Conceptualised design, layout, and edit to the satisfaction of QCTO
- k) Request the ISBN for the Annual Report
- l) Submit the edited Word version with tracked changes for approval
- m) Provide the approved, edited word version Annual Report to QCTO
- n) Page layout
- o) Develop/ design cover page
- p) Develop/ design a presentation template (PowerPoint) similar to the design of the Annual Report
- q) Print copies of the Annual Report for proofreading (**until the agreed standard and quality of the QCTO are met**)
- r) Finalise Annual Report
- s) Submit the final accepted changes in Word version with the Final printer's proof version to QCTO
- t) Print the Annual Report
- u) Deliver to the addresses indicated
- v) Communicate on an ongoing basis with the QCTO

7. SPECIFICATIONS TO FINALISE DOCUMENT:

- a. **Size:** A4 Portrait
- b. **Print:** ±120 pp text print in full colour throughout on 128 gsm Hi-Q
- c. **Matt/gloss:** Matt
- d. **Cover:** 4 pp cover printed full colour one side on 300 gsm Hi-Q Matt (layout in QCTO official colour and logo
 - Different available options should be provided to choose from
- e. **Binding:** Purr bind with a drawn-on cover (good quality to be used)
- f. **Quantity:** 30 hard copies and 1x memory stick

Delivery Address: 30 copies and two (1) Memory sticks at 256 Glyn Street, Hatfield, Pretoria

<u>Activity:</u>	<u>Responsibility:</u>	<u>Date:</u>
Concept design and layout for APP, Strategic Plan, and Annual Report	Service provider	To be provided at a later stage
Submission of the final first draft APP Strategic Plan and Annual Report documents to the service provider for editing	QCTO	To be provided at a later stage
Submission of the edited tracked changes version of the APP, Strategic Plan, and the Annual Report to QCTO	Service Provider	To be provided at a later stage
Submit the edited Strategic Plan Word version with accepted changes to the service provider	QCTO	To be provided at a later stage
Submission of the edited Word version APP with accepted changes	QCTO	To be provided at a later stage
Submission of the edited Word version Annual Report with accepted changes	QCTO	To be provided at a later stage

Submit the first draft layout of the Strategic Plan, APP, and the Annual Report document for proofreading	Service provider	To be provided at a later stage
Submit proofread Strategic Plan, APP, and Annual Report to the printer's proof version	QCTO	To be provided at a later stage
Second draft layout Strategic Plan, the APP, and the Annual Report documents for proofreading	Service provider	To be provided at a later stage
The proofread Strategic Plan, APP, and the Annual Report submitted to the service provider	QCTO	To be provided at a later stage
Final cleaned-out versions of the Strategic Plan, the APP, and the Annual Report submitted to QCTO	Service provider	To be provided at a later stage
Final proofreading and corrections on the Strategic Plan, the APP, and the Annual Report, and sign-off	QCTO	To be provided at a later stage
Submit the final printer's proof versions of the Strategic Plan, the APP, and the Annual Report	Service provider	To be provided at a later stage
Printing of the Strategic Plan, the APP, and the Annual Report	Service provider	To be provided at a later stage
Delivery of the Strategic Plan, the APP, and the Annual Report to Pretoria, Hatfield at QCTO Offices	Service Provider	To be provided at a later stage

8. The appointed Service Providers must agree and confirm the activities above in writing.

9. ANNUAL PERFORMANCE ASSESSMENT OF THE SERVICE PROVIDER:

This printing service will be based on an annual performance assessment, and the QCTO reserves the right to terminate the contract at any point should there be any area of non-performance.

QCTO will closely monitor the service provider's performance in terms of quality, quantity, delivery of required services, and time management on due dates.