

# **SCOPE OF WORK FOR THE APPOINTMENT OF A SUPPLIER TO DESIGN AND PRINT THE CEF INTEGRATED ANNUAL REPORT & FINANCIAL STATEMENTS FOR THREE FINANCIAL YEARS (36 MONTHS)**

## **1. INTRODUCTION**

CEF (SoC) Ltd is the holding company of various subsidiaries and is mandated by the Department of Mineral Resources and Energy (DMRE) to find energy solutions for South Africa. For more details about CEF visit, [www.cefgroup.co.za](http://www.cefgroup.co.za)

## **2. BACKGROUND**

CEF SoC seeks to appoint a reputable service provider with a solid track record to design, edit and print its Integrated Annual Reports (IAR) and Annual Financial Statements (AFS) for the financial years, 2023 to 2025. The successful service provider will have to edit the draft copy, design and typeset the edited copy as well as produce printed and bound publications according to the required specification by the 31<sup>st</sup> July of each year.

## **3. OBJECTIVES**

The objectives for this assignment for three financial years are to:

- **Design and layout of a 'glossy' Integrated Annual Report (IAR) and two volumes of Financial statements (AFS)** taking into account the specified theme and the CEF corporate identity guidelines.
- **Editing and proof-reading** of the content to ensure consistency of language style and appropriate use of language.
- **Packaging, printing and production** – including use of the specified paper; managing and taking accountability of the printing process as well as delivery of the IAR and AFS; the formatting and packaging of the report for electronic and physical delivery to the CEF office.

## **4. SCOPE OF SERVICES**

A service provider is required to implement the following:

### **4.1. Design and Typesetting of the Integrated Annual Report**

- Submit at least three (3) alternate cover designs for the IAR
- Format of the publication – A4
- Illustrative images to be provided by CEF and sourced by the agency
- Design and re-create the graphics (graphs, tables and diagrams)
- The corporate identity manual and CEF logo will be supplied by the CEF.
- Extent – 4 pp glossy cover and 346 inside pages

### **4.2. Design and Typesetting of the Annual Financial Statements**

- Submit at least three (3) alternate cover designs for the AFS
- Format of the publication – A4
- Illustrative images to be provided by CEF and sourced by the agency
- Design and re-create the graphics (graphs, tables and diagrams)
- The corporate identity manual and CEF logo will be supplied by the CEF.
- Extent – 4pp cover and 596 inside pages (per volume)

#### 4.3 Content

The content will be supplied by CEF. The successful bidder will be expected to thoroughly edit and proofread all the content provided. CEF will be responsible for the final sign-off of the document. A soft copy will be provided to CEF for final approval.

**NB:** Bidders must factor in fourteen (14) drafts and one (1) final document for all three (3) publications per financial year.

#### 4.4 Hardcopies

The following are the specifications for the **Integrated Report:**

- **Cover:** 4pp cover, Printed Litho - 4 Process colours both sides on Hi-Q Titan Matt, 250gsm, White Leaves
- **Inside pages:** 346pp Text, Printed Indigo - CMYK both sides on Coated-Matt, 148gsm, White Gloss Laminate & Gold foil 150x150mm one side scored
- **Size:** A4 Portrait/landscape (depends on design)
- **Binding:** PUR Bound (D) Trim to Size – Books
- **Quantity:** 50 hard copies in one batch

The following are the specifications for the **Financial Statements Volume 1 and 2:**

- **Cover:** 4pp cover 250gsm full colour – 1 side Gloss laminate
- **Inside Pages:** 596pp text (each) - 1 colour black
- **Size:** A4 Portrait/landscape (depends on design)
- **Binding:** 90gsm Perfect Bound
- **Quantity:** 50 hard copies (per volume)

**Note:** Digital/Electronic PDF format of the three publications will have to be submitted for the CEF website and other online platforms. CEF reserves the right to request the bidder to either reduce or increase the number of hard copies.

#### 4.5 Shareholder Reporting

The bidder is expected to factor in-house production/printing of five hard copies and one digital copy of the draft Integrated Report for submission to the company shareholder upon CEF's request.

#### 4.6 Project Timeline

The project is expected to start in May and completed (printed and delivered) by 31 July of each annual year. This is in relation to the CEF financial year end which ends 31 March and the tabling of the report in Parliament by August.

**Note:** The bidder may be expected to work overtime to factor in unforeseen circumstances associated with reporting at a group level. Approval of such will have to be granted by CEF. **4.7 Delivery of Printed Reports**

The printed and bound documents to be delivered to CEF House in Sandton, Johannesburg.

#### 5. PRICING SCHEDULE

The bidder will have to give a total projected cost for the list of services noted as per below pricing schedule:

Item	No Resources	of Quantity / Hours	Unit Cost	Total Amount
<b>Glossy Integrated Annual Report</b>				
Concept Development – 3 designs				
Design				
Editing & Proofreading				
Typesetting & Layout of 350 pages				
Illustrative elements (stock pics, graphs/diagrams)				
Printing Production of 50 hard copies x 350 pages <i>IAR: 4pp cover printed on Triple Green 250gsm full colour both sides and Spot UV, gloss laminated one side only, 350pp text printed full colour throughout on Triple Green 150gsm, folded, trimmed and perfect bound</i>				
Print Production of 5 x additional draft IAR copies				
<b>Annual Financial Statements – volume 1</b>				
Design of cover				
Editing & Proofreading				
Typesetting & Layout of 600 pages				
Printing Production of 50 copies x 600 pages:				

<b>AFS 1:</b> 4pg Cover 250gsm full colour – 1 side Gloss laminate – 600pp text - 1 colour black - 90gsm Perfect Bound				
Illustrative elements (stock pics/graphs/diagrams)				
<b>Annual Financial Statements – volume 2</b>				
Design of cover				
Editing & Proofreading				
Typesetting & Layout of 600 pages				
Printing Production of 50 copies x 600 pages: <b>AFS 2:</b> 4pg Cover 250gsm full colour – 1 side Gloss laminate - 600pg text) - 1 colour black - 90gsm Perfect Bound				
Illustrative elements (stock pics/graphs/diagrams)				
<b>Disbursement Costs</b>				
In-house production of 5 hard copies for shareholder				
Delivery of hard copies to CEF House, Sandton				
<b>Total</b>				
<b>VAT</b>				
<b>Grand Total (Incl. VAT)</b>				

## 6. ANNUAL ESCALATION FEES

Item	Total Percentage %	Total Cost including escalation % & 15% VAT
2024 Total Annual Escalation fee in percentage %		<b>R</b>
2025 Total Annual Escalation fee in percentage %		<b>R</b>

## 7. ADHOC SERVICES

Item	No of Resources	Quantity / Hours	Unit Cost	Total
Production Overtime charges (rate per hour) Bidders to charge on estimation of 100 hours overtime)				
Re-layout overtime charges (Bidders to quote on estimation of 100 hours of overtime)				
Editing & Proofreading overtime charges (Bidders to quote on estimation of 100 hours of overtime)				
Print Production overtime (Bidders to quote on estimation of 100 hours overtime)				
Total				
VAT				
Grand Total				

## 8. SUMMARY OF COSTS

Item	Total Cost
2022-2023 IAR Production – 50 copies x 350 pages	
2022-2023 AFS (vol 1&2) Production – 50 copies x 1200 pages	
2022-2023 Escalation Costs	
2022-2023 Adhoc services	
2023-2024 IAR Production – 50 copies x 350 pages	
2023-2024 AFS (vol 1&2) Production – 50 copies x 1200 pages	
2023-2024 Escalation Costs	
2023-2024 Adhoc services	
2024-2025 IAR Production – 50 copies x 350 pages	

2024-2025 AFS (vol 1&2) Production – 50 copies x 1200 pages	
2024-2025 Escalation Costs	
2024-2025 Adhoc services	
<b>Total</b>	
<b>VAT</b>	
<b>Grand Total (Incl.VAT)</b>	

**NB:** All prices must be must be quoted in South African Rand (ZAR). The rates quoted should be firm for the full period of the three year contract.