



TRANSNET



**CLARIFICATION QUESTIONS: No:1
FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, LAYOUT
AND PRINT OF CORPORATE PLAN FOR FINANCIAL YEAR (2026/2027,
2027/2028 & 2028/2029) FOR A PERIOD OF THREE (3) YEARS.
TCC/2025/05/0005/96767/RFP
08 August 2025**



#	Question	Clarification
1	Just to confirm, so the sequential numbering then in other words is from 1 to 240, is that correct?	<i>Yes, each Corporate Plan in the final print run scheduled for mid-March must be numbered on the last page of each plan from 1 to 240.</i>
2	Will Transnet provide raw data for all visual elements (infographics, heatmaps, charts, maps) or is the service provider expected to source, analyze, and convert data into visuals? - We will need to redraw, but will raw data be provided?	<i>Transnet will provide all raw data and content inputs required for the development of visual elements such as infographics, charts, heatmaps and geographic maps. The service provider will NOT be expected to source or analyse independent data but will be responsible for redrawing, formatting and visually interpreting the data provided to ensure alignment with the overall design, branding and narrative flow of the Corporate Plan as well as with selected design option.</i>
3	Will existing design assets or style guides be shared to maintain brand consistency?	<i>Transnet will only share the official Corporate Identity (CI) manual and any relevant design assets (e.g. logos, fonts, templates) with the appointed service provider to ensure full brand consistency in the development of the Corporate Plan. These materials will be provided after contract award. At RFP stage, bidders should use publicly available Transnet documents (such as previous Annual Reports) as a reference for brand alignment when preparing their samples. Not having access to the CI manual during the RFP stage will not result in penalties in the bidding process.</i>
4	Are the 6 drafts mentioned per chapter or overall? What are the expected turnaround times between each draft?	<i>The six (6) drafts referred to in the RFP are per chapter, as Transnet will be providing the appointed service provider with chapter-specific material. Chapters will be updated as and when required throughout the development process. From the provision of the first draft contents in early to mid-December, the first full draft will be required early in January. Thereafter, bidders should anticipate tighter turnaround times for subsequent drafts, running up until mid- to end-February to align with internal review and approval processes. Please note that minor revisions do not count as a new draft; a draft is only considered to have changed when considerable updates have been made to the content.</i>
5	Does the Project Manager need to have NQF 6 in Project Management or can it be another NQF 6 Qualification, but they have experience?	<i>The Project Manager is required to have a minimum NQF Level 6 qualification, but it does not need to be specifically in Project Management. An NQF Level 6 qualification in another relevant field will be accepted, provided the individual also demonstrates sufficient cumulative experience in managing the design, layout, production and printing of public strategic documents in excess of 150 pages. The combination of academic qualification and relevant project experience will be considered during evaluation as outlined in the criteria.</i>



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6	If no actual NQF but have experience, does it count?	<i>No, experience alone without a minimum NQF Level 6 qualification will not meet the mandatory requirement for the Project Manager role. The technical evaluation criteria explicitly require both an NQF Level 6 qualification and relevant experience. Bidders are advised to ensure that the nominated Project Manager holds a formal qualification at NQF Level 6 or higher to be considered compliant for scoring purposes.</i>
7	May you please share the CI manual for easy reference when designing the samples.	<i>The Corporate Identity (CI) manual and supporting brand assets will only be shared with the appointed service provider upon finalisation of the contract. At RFP stage, bidders are encouraged to rely on publicly available Transnet documents (such as previous Annual Reports) to guide the design style and visual alignment of their samples. This approach ensures fairness and avoids premature disclosure of internal brand resources prior to award. Not having access to the CI manual during the RFP stage will not result in penalties in the bidding process.</i>
8	So basically, your CI, your corporate identity document, would we be able, are you going to share that with us to ensure that we keep with your font? I know you spoke about sharing the style, the language style, but you never spoke about the brand style.	<i>Transnet will only share the official Corporate Identity (CI) manual and any relevant design assets (e.g. logos, fonts, templates) with the appointed service provider to ensure full brand consistency in the development of the Corporate Plan. These materials will be provided after contract award. At RFP stage, bidders should use publicly available Transnet documents (such as previous Annual Reports) as a reference for brand alignment when preparing their samples. Not having access to the CI manual during the RFP stage will not result in penalties in the bidding process.</i>
9	I think a table format in word could work for the reference letters bearing the client end users name, company, tel number, email, project description, value of project and date of execution/completion?	<i>At this stage of the procurement process, the requirements of the RFP cannot be amended. Bidders are expected to source and submit the client reference letters in the format and with the content specified in the RFP. However, we acknowledge the suggestion regarding alternative formats, and this may be considered for future procurement processes. For the current RFP, compliance with the stated requirements remains mandatory for bidders.</i>
10	If we have existing reference letters that do not include page numbers, may we include the PDF of the strategic plans and annual reports that provide the number of pages - which you require?	<i>No, bidders may not submit existing reference letters with separate supporting documents to demonstrate the number of pages. As per the RFP requirements, new signed client reference letters must be obtained, and these must explicitly include all required information, including the number of pages of the strategic document. Reference letters that do not meet all specified criteria in the RFP will be deemed non-compliant and will not be considered for evaluation.</i>



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11	So just regarding the print proofs, do you want color proofs or pre-print samples?	<i>When all the content is provided for the for layout of the Corporate Plan chapters for each draft and returned to Transnet in its final laid out style, this will be considered a proof/draft.</i>
12	I just want to find out that is this bid just limited to a corporate plan specifically or extends to other documents such as the Annual Report?	<i>This bid is limited only to the Corporate Plan for the next three financial years as specified in the RFP.</i>

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Thank you

