

ANNEXURE C

APPOINTMENT OF A SUPPLIER TO DESIGN AND PRINT THE CEF INTEGRATED ANNUAL REPORT & FINANCIAL STATEMENTS FOR ONE FINANCIAL YEAR 2021/22

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

2. BACKGROUND

Annual Reports are an integral part of public entities reporting. The achievements, performance information, outlook, financial position and human resources information of public entities for each reporting period are reported in the annual report. The information reported upon in the annual report include the actual achievements for the reporting period in relation to the planned targets and budgets as published in the strategic plan, annual performance plan and budget documents. Annual reports are tabled in Parliament/Legislatures and it is available to the general public. As a schedule 2 company, governed by both the PFMA and Companies Act, CEF is obligated to produce an annual report. The publishing of such is essential and shows CEF's accountability and transparency in its operations.

3. OBJECTIVES

The objectives for this assignment are to:

- Design, layout and print a 'glossy' Integrated Annual Report (IAR)
- Layout & print corporate Financial Statements Reports (volume 1 & 2)

4. SCOPE OF SERVICES

A service provider is required to implement the following:

4.1. Design, Layout and Typesetting of Integrated Report

- Submit at least three (3) alternate cover designs for the Annual Integrated Report
- Layout and typeset the edited text and financials
- Design and re-create the graphics (graphs, tables and diagrams)
- Images and logos for the IAR design to be provided by CEF
- Number of Pages – 280 pages excluding glossy hard covers

4.2. Design, Layout and Typesetting of Financial Statements

- Submit at least three (3) alternate cover designs for the Financial Statements
- Layout and typeset the edited text and financials
- Design and re-create the graphics (graphs, tables and diagrams)
- Number of Pages – 500 pages x 2 books excluding glossy cover pages

NB: Bidders must factor in nine (9) drafts and one (1) final document for all 3 publications respectively.

4.3. Content

CEF will be responsible for the editing and proofreading of the drafts and final copies before printing. A CEF dedicated Project Manager will also be responsible for the final sign-off of the documents.

Hard copies and digital copies of the draft Integrated Report will be expected to be provided to CEF upon request for submission to the company shareholder. To cater for this, the supplier can factor in 10 x hard copies and 2 x digital copies for this purpose.

4.4. Paper, Printing and Binding

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

- **Cover:** 4pp cover printed on environmental friendly 250gsm full colour both sides and foil, gloss laminated one side only
- **Inside Paper & text:** 280pp text printed full colour throughout on environmental friendly 150gsm
- **Binding:** Folded, trimmed and perfect bound
- **Colour:** Full colour throughout
- **Printed Quantity:** 100 copies
- **Soft Copy:** 10 memory sticks/CDs replicated with PDF flipping book

4.4.2. The following are the specifications for the **Financial Statements**:

- **Cover:** 4pp cover full colour on 250gsm gloss art, gloss laminated one side only
- **Inside Paper & text:** 496pp text BW printed on 90gsm bond
- **Binding:** perfect bound and packed in 2 x volumes of 500pp each
- **Printed Quantity:** 100 copies per volume
- **Soft Copy:** 20 CD Rom (memory sticks/CDs with the approved AFS cover design)

4.5. Project Timeline

The project is expected to start from mid-June of each annual year and be completed (printed and delivered) by end August of each year.

Note: CEF is currently in the midst of finalising the 2020/21 reports, therefore the preferred supplier should be prepared to start work immediately after appointment.

4.6. Delivery of Printed Reports

The printed and bound documents to be delivered to the Main Reception area of CEF House in Sandton, Johannesburg.