



KWAZULU-NATAL PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: CORPORATE COMMUNICATIONS

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SPECIFICATION FOR GRAPHIC DESIGN SERVICE PROVIDER

Company Name	
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DELIVERY ADDRESS: Department of KZN Provincial Treasury
145 Chief Albert Luthuli Street
1st Floor
Pietermaritzburg
3201

Enquiries: Main person: Musa Cebisa (0716878 777). Other Contact Persons: Thembeke Dlungwane (0820821193) and Sibonelo Msomi: (0725871947).

1. SCOPE OF WORK

- Develop poster campaigns for all departmental programmes.
- Formulate and design marketing and promotional material, adverts and banners.
- Formulate and design material for advertising purposes.
- Design and produce invitations, pamphlets, calendars, certificates, posters, and all general paraphernalia for printing purposes.
- Prepare sketches, diagrams, illustrations, and layouts of design concepts.
- Design material for intranet and internet uploading including social media platforms.
- Design and layout of all Departmental and interdepartmental publications, books, and information packages, for both internal and external publications.
- Formulate departmental branding manual/ guidelines in line with the Provincial Branding Manual.
- Align corporate branding as per current themes of the year and religious holidays.
- Develop and maintain brand identity manual and policies.
- Develop and maintain corporate branding on all departmental stationary.
- Provide technical assistance with installation of signage to all departmental buildings.
- Provide technical advice in relation to graphic design.
- Provide ad-hoc activities in relation to branding and graphic design within the department and Province.

2. KNOWLEDGE, SKILLS AND COMPETENCIES

- ADOBE Creative Cloud Suite (Illustrator, Photoshop, InDesign) computers and software.
- Desktop Publishing, computers and software and Microsoft package.
- Extensive knowledge and professional graphic design skills.
- Protection of Personal Information Act.
- Corporate Identity and Branding Guidelines.
- Advanced printing and publishing knowledge.
- Public Finance Management Act and Treasury Regulations.
- Ability to conceptualize from brief to final artwork.

- Layout and typography.
- Digital Marketing, social media, and Intranet and Internet.

3. DURATION OF THE CONTRACT

- 10 months (June 2026 – March 2027) but also renewable upon approval.

4. EXPECTATIONS

- Quick turn-around time
- Professionalism
- Reliability
- Flexibility
- Attention to detail.
- High Quality Work

5. EVALUATION PROCESS

5.1 Compliance with mandatory requirements

5.1.1 The selection process will entail the following:

No.	Evidence to be submitted	Comply / Not Comply
1.	The service provider must submit graphic design samples, or a portfolio of previous work done for KZN government departments/public entity/municipality	

Failure to submit the mentioned above mandatory information shall result in the tender being considered non-responsive and rejected.