

**APPOINTMENT OF A PANEL OF GRAPHIC DESIGN AGENCIES FOR THE  
DESIGN OF PUBLICATIONS, BROCHURES, AS WELL AS MARKETING  
AND BRANDING MATERIALS PLUS SOCIAL MEDIA AND DIGITAL  
CONTENT ON AN “AS AND WHEN” REQUIRED BASIS, FOR A PERIOD  
OF FIVE YEARS**

**BID NO.:** IRBA/05/2024/RFT

**COMPULSORY VIRTUAL**

**BRIEFING SESSION:** 20/01/2025 at 10h00 (South African Time)

**CLOSING DATE:** 07/02/2025 at 12h00 (South African Time)

**BID DESCRIPTION:** Bidders are hereby invited to submit their proposals for the supply of the abovementioned services, according to the Terms of Reference and conditions that are outlined in this tender document.

- This bid is subject to the General Conditions of Contract and, where applicable, any other special conditions of contract.
- Kindly note that the bid offers should be submitted as follows:
  - Via hand delivery and be deposited in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609.
- No bids forwarded via email, fax or a similar medium will be considered.
- Late bids will not be accepted.

  
**MARIUS FOURIE**

**DIRECTOR: OPERATIONS**

**DATE:** 2024-12-09.....

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## SECTION A: GENERAL CONDITIONS OF THE BID

The Independent Regulatory Board for Auditors (IRBA) would like to invite suitably qualified independent bidders to submit their bids for consideration to be appointed to a panel of graphic design agencies for the design of its publications, brochures, as well as marketing and branding materials plus social media and digital content on an “as and when” required basis, for a period of five years.

### 1. PROPRIETARY INFORMATION

The IRBA will consider this Request for Tender (RFT) and all related information, either written or verbal, that is provided to the bidder to be proprietary to the IRBA. Such information shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish or advertise this RFT, or the related information, to any third party, without the IRBA’s prior written consent.

### 2. ENQUIRIES

- 2.1. All communication and attempts to solicit information of any kind relative to this RFT should be channelled **in writing** to:

#### **RFT Enquiries**

Phyllis Mualusi

Email address: [pmualusi@irba.co.za](mailto:pmualusi@irba.co.za)

- 2.2. Enquiries in relation to this RFT will not be entertained after 16h00 (South African Time) on **21/01/2025**.
- 2.3. All enquiries will be consolidated and the IRBA will then issue one response that will be posted on **23/01/2025** on the IRBA website ([www.irba.co.za](http://www.irba.co.za)), under the section on tenders.
- 2.4. The IRBA may, in its absolute discretion, respond to any enquiry; and the bidder acknowledges that it will have no claim against the IRBA on the basis that its bid was disadvantaged by lack of information, or the inability to resolve ambiguities.

### 3. COMPULSORY VIRTUAL BRIEFING SESSION

All bidders must attend the compulsory virtual briefing session that is scheduled as follows:

Venue: **Microsoft Teams**  
Teams Link: [Join the meeting now](#)  
Date: **20 January 2025**  
Time: **10h00 am(South African Time)**

In addition, bidders will be required to complete the attendance register at the briefing session. ***Failure to attend this session and complete the register will result in the disqualification of the bidder.***

#### **4. BID VALIDITY PERIOD**

Responses to this RFT from bidders will be valid for a period of 120 days, from the bid closing date.

#### **5. BACKGROUND**

**5.1.** The IRBA was established in terms of Section 3 of the Auditing Profession Act 26 of 2005, as amended (the Act), which had an effective date of 1 April 2006. The objectives of the Act, as set out in Section 2, are as follows:

- a) To protect the public in the Republic by regulating audits performed by registered auditors;
- b) To provide for the establishment of an Independent Regulatory Board for Auditors;
- c) To improve the development and maintenance of internationally comparable ethical standards and auditing standards for auditors that promote investment and as a consequence employment in the Republic;
- d) To set out measures to advance the implementation of appropriate standards of competence and good ethics in the auditing profession; and
- e) To provide for procedures for disciplinary action in respect of improper conduct.

#### **6. MINIMUM REQUIREMENTS FOR A BID**

**6.1.** Interested bidders must comply with the minimum conditions set out below, for their proposals to be evaluated on functionality. Failure to submit or comply will render the bid non-compliant.

**6.2.** In addition, interested bidders must attend the scheduled compulsory virtual briefing session and complete the attendance register. ***Failure to attend the session and complete the register will result in the disqualification of the bidder.***

**6.3.** The IRBA maintains independence from the registered auditors it regulates. As such, no bids will be considered from any entity or person that it regulates, including network firms, as defined in the IRBA Code of Professional Conduct for Registered Auditors. In view of this, bidders must be free from any relationship that could result in any undue influence from auditors and audit firms that the IRBA regulates. Consequently, bidders are required to submit the declaration, as per **Annexure A**, that confirms that they are independent of the auditing profession in that:

- a) The bidder is not an audit firm;

- b) The bidder is not employed by an audit firm and/or a network firm; and
- c) The bidder, while at liberty to accept any person, firm, department, company or organisation as a client and bill for services rendered, does not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

**6.4.** Interested bidders are required to complete and submit the following appropriately signed (by authorised signatories) Standard Bid Documents (SBDs), failing which their bid responses will be disqualified:

- a) SBD 1: Invitation to Bid.
- b) SBD 3.3: Pricing Proposal.
- c) SBD 4: Declaration of Interests Form.
- d) SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.

**6.5. National Treasury – Central Supplier Database (CSD):** Bidders must submit confirmation of the company or individual registration on the CSD. The IRBA will not award any contract to a bidder that is not registered as a supplier on the CSD, as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 9 of 2017/2018. The CSD registration requirement applies to all companies/individuals. Bidders may register on the CSD through the National Treasury website ([www.csd.gov.za](http://www.csd.gov.za)).

**6.6.** Bidders must indicate, in the table provided under paragraph 3.2. of section B, the service category/categories for which they are bidding; and they may bid for more than one category.

**6.7.** Bidders are required to complete and submit the compulsory Financial Proposal (**Annexure B**), without changing the structure of the Pricing Schedule. Furthermore, they must ensure that any alterations to the quoted prices on the Pricing Schedule are signed off by the authorised signatory as proof of authentication. Failure to complete the Pricing Schedule in the prescribed manner and with unauthenticated alterations to the prices will result in the disqualification of the bid.

**6.8.** The IRBA reserves the right to verify the validity of any information or documentation submitted in the bid proposal for the Functionality Evaluation stage.

## **7. INSTRUCTIONS ON THE SUBMISSION OF BIDS**

**7.1.** The IRBA requires **two** copies – one original hard copy and one soft copy (USB) – of the complete bid documentation that supports the criteria, as stated in section B of this document.

- 7.2. The Pricing Schedule and SBD 3.3 form (**Annexure B: Financial Proposal**) must be submitted in a separate sealed envelope, along with the printed copies of the bid documentation.
- 7.3. The bid document must be hand-delivered and placed in the bid box on the Ground Floor of Building No. 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609, by no later than 12h00, South African time, on **07/02/2025**.
- 7.4. The bid register, which is located where the tender box is, must be signed by the person making the delivery.
- 7.5. The bid closing date, bidder's name and the return address must also be reflected on the envelope.
- 7.6. No bid response received by email, fax or similar medium will be considered.
- 7.7. Any bid response that is not in the bid box at the bid closing date and time will be regarded as a late bid. It is the IRBA's policy not to consider late bids for tender evaluations.
- 7.8. Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time.

## **8. PREPARATION OF THE BID RESPONSE**

- 8.1. All documentation submitted in response to this RFT must be in English.
- 8.2. The bidder is responsible for all costs that they shall incur regarding the preparation and submission of the bid document.
- 8.3. Bids submitted by bidders that are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable board of directors, a copy of which resolution, duly certified, must be submitted with the bid.
- 8.4. The bidder should check the numbering of the pages on their bid to satisfy themselves that no pages are missing or duplicated. No liability will be accepted by the IRBA regarding anything arising from the fact that pages of a bid are missing or duplicated.
- 8.5. The information required in paragraphs 6.2-6.7 above must be included in the bid response.
- 8.6. A financial proposal, as indicated in **Annexure B**, must be included in the bid response.
- 8.7. The bidder must submit an overview and history of their company, including its core business and an organisational chart that indicates the key management structure and a list of the services the company renders, as per the Functionality Evaluation criteria indicated in paragraph 4.2.1 of section B of this RFT.

- 8.8.** Additionally, the bidder must include a detailed project methodology, project plan and timelines for the graphic design work and should present those details using an example from the service category/categories for which they are bidding.
- 8.9.** Detailed curricula vitae (CVs) and qualifications (awarded diplomas/degrees) of the assigned team members must be included in the bid response. The relevant details, as per Table 2 in Appendix A, must be added for each of the individuals assigned to the project.
- 8.10.** A Declaration of References, as per the Functionality Evaluation criteria set out in section B, must be included in the bid response.
- 8.11.** The bidder must submit a portfolio of evidence of their graphic design work either as complete PDF files or other file formats that include JPG, GIF and PNG or other relevant file formats or physical/hardcopy samples (if applicable), showcasing works from the service category/categories for which they are bidding.
- 8.12.** Bidders should complete the Checklist for the Tender Submission (Table 1, Appendix A). Completing this checklist will assist the tenderer in ensuring that they have complied with all of the submission requirements.

## **9. REQUIREMENT TO CONCLUDE A CONTRACT**

This bid document, all the appended documentation and the proposal in response thereto, together with the General Conditions of Contract issued in accordance with Regulation 16A of the Treasury Regulations, and, where applicable, any other special conditions of contract shall form the basis for formal contracts to be negotiated and concluded between the IRBA and the successful bidder(s) to whom this bid will be awarded.

## **10. CONTRACT PERIOD**

- 10.1.** The contract shall be for a period of five years, on an “as and when” required basis, subject to an annual performance review of the service provider(s).
- 10.2.** The successful bidder(s) shall, upon receipt of a written notification of an award letter for the appointment onto the panel of graphic design agencies, be required to conclude a contract with the IRBA, inclusive of a Service Level Agreement (SLA). The SLA will serve as a tool to measure, monitor and assess the service provider’s performance and ensure an effective delivery of the services, quality and value-add to the IRBA’s business.
- 10.3.** Notwithstanding the appointment and subsequent conclusion of a contract and the supporting SLA, the appointed bidder(s) shall not perform any work or render any services to the IRBA, unless they are in receipt of a written instruction to that effect from the IRBA.

## **11. ASSIGNMENT OF OBLIGATIONS, INDEPENDENCE AND CONFLICT OF INTEREST**

### **11.1. The successful bidder(s):**

- a) May not assign their own obligations.
- b) Shall conduct their business from the Republic of South Africa.
- c) Shall, in rendering the services to the IRBA, maintain independence and must not have any conflicts of interest.
- d) Shall have systems in place for identifying and managing conflicts of interest and will be required to disclose any conflicts of interest that exist and/or may exist at any point in time.
- e) Must immediately advise the IRBA, in writing, when it seems like unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances, as well as the period of delay, must be furnished to the IRBA.
- f) Shall restrict the use of the IRBA information and documentation to the purpose for which such information and documentation were disclosed to the bidder(s) by the IRBA.
- g) Shall ensure that the credentials, qualifications and required years of experience of the individuals presented to the IRBA are in line with the requirements set out in the Functionality Evaluation criteria and included in the proposals submitted; and that these individuals shall not be substituted without the prior approval of the IRBA.

## **12. REPORTING**

The successful bidder(s) shall meet with the IRBA team to discuss reporting and account queries, as and when requested by the IRBA.

## **13. CANCELLATION OF THE CONTRACT**

**13.1.** The IRBA may, in its sole discretion and without limitation to any of its other rights elsewhere in law, cancel the contract, if it is satisfied that any person (including an employee, partner, director or shareholder of the interested company or a person acting on behalf of or with the knowledge of the interested person or entity):

- a) Is executing a contract with the IRBA unsatisfactorily;
- b) Has, in any manner, been involved in a corrupt act or offered a gift or remuneration to any officer or employee of the IRBA in connection with obtaining or executing a contract;
- c) Has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract;

- d) Has, in any manner, influenced or attempted to influence the awarding of the IRBA's bid process;
- e) Has, when advised that their proposal has been accepted, given notice of their inability to execute or sign the contract;
- f) Has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, entity or company to refrain from quoting for this contract, or relating to the bid to be submitted by either party; and/or
- g) Has disclosed to any other person any information relating to this bid, except where disclosure in confidence was necessary to obtain quotations required for the preparation of the bid.

**13.2.** The IRBA may, in its sole discretion, resolve that for a specified period it will not consider any bid from a bidder whose contract has been cancelled for fraud, dishonesty or contravention of supply chain management (SCM) legislation. If the IRBA is satisfied that any person is or was a shareholder or a director of an entity or company, which in terms of paragraph 13.1 is one from which no bid will be favourably considered for a specified period, it may also decide that no bid from such a person, entity or company shall be favourably considered for a specified period.

**13.3.** Any restriction imposed upon any person/entity shall apply to any other person/entity with which such a person/entity is associated.

**13.4.** The IRBA reserves the right to unilaterally terminate the contract with the successful bidder on at least one month's notice, in the event of circumstances beyond the IRBA's control and those that render continuation with the contract undesirable or unnecessary.

## **14. SUPPLIER PERFORMANCE MANAGEMENT**

The IRBA views supplier performance management as a critical component in ensuring high quality, in as far as the acquisition of services and the maintenance of good relations between the IRBA and all its service providers are concerned.

## **15. DISCLAIMER**

**15.1.** Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The IRBA will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

- 15.2.** The IRBA reserves the right to not appoint any bidder that does not comply with the conditions of this bid, or if it obtains information about the bidder that could put the IRBA at risk.
- 15.3.** The IRBA reserves the right to cancel this bid, should the budget to cover its full costs not be available at the time of awarding the contract, or if the need no longer exists, or the specifications have changed.

## **16. ABSENCE OF OBLIGATIONS**

- 16.1.** No legal or other obligation shall arise between the bidder and the IRBA, unless and until the formal appointment, contract and SLA have been signed.
- 16.2.** The IRBA is not obliged to proceed with any submitted bids.

## **17. EVALUATION CRITERIA AND POINTS ALLOCATION**

Bids shall be evaluated in terms of the process and conditions that are detailed below.

### **17.1. Phase One – Eligibility Criteria/Mandatory Requirements**

During this phase, bid responses will be reviewed for the purposes of assessing compliance with the RFT requirements, including the general bid conditions that require the following:

- a) **National Treasury – Central Supplier Database:** Service providers must submit confirmation of their company or individual registration on the CSD or provide a CSD registration summary report. If the tax status of the bidder cannot be verified on CSD the bidder must submit a valid tax clearance certificate or pin issued by the South African Revenue Service to enable the IRBA to check the tax compliance status of the bidder.
- b) **Consortiums and Joint Ventures:** If the bid is from a joint venture (JV) or a collaborative partnership (including a newly formed company) that does not have a joint track record, the individual entities that make up the tendering unit/JV should each provide all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities (as the case may be) not be met, then the JV will be disqualified. It is recognised that a bidder may wish to form a consortium or a JV to provide the services. In that case, the bidder must submit the JV agreement that has been signed by all parties.
- c) **Pricing:** Bidders must complete and submit the compulsory Pricing Proposal (**Annexure B**), without changing the structure of the Pricing Schedule. Furthermore, bidders must ensure that any alterations to the quoted prices on the Pricing Schedule are signed off by the authorised signatory as proof of authentication. Failure to complete the Pricing Schedule in the prescribed manner and with unauthenticated alterations to the prices will result in the disqualification of the bid.

- d) **Compulsory Virtual Briefing Session:** Bidders must attend the compulsory virtual briefing session and complete the attendance register. Failure to attend this session and complete the register will result in the disqualification of the bidder.
- e) **Service Categories for Bidding:** Bidders must indicate in the table provided under 3.2. of section B of this RFT (Scope of Work) which service category/categories they are bidding for; and they may bid for more than one category.
- f) **Standard Bid Documents:** The completion and submission of all of the following SBDs, as noted in paragraph 5 above:
- SBD 1: Invitation to Bid.
  - SBD 3.3: Pricing Proposal.
  - SBD 4: Declaration of Interests Form.
  - SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.
- g) **Declaration of Independence:** Complete and submit the declaration (**Annexure A**) confirming independence from the auditing profession. The IRBA reserves the right to perform a verification of the declarations made.

*The Standard Bid Documents and Declaration of Independence form must be completed, signed and submitted. The IRBA reserves the right to request information/additional documents if there are any missing from the bidder(s) submission.*

***Failure to comply with the requirements assessed in Phase One (compliance) will lead to the disqualification of a bid.***

## **17.2. Phase Two: Functionality Evaluation**

Bid responses will be evaluated in accordance with the functionality criteria listed in section B of this RFT document, and the associated points are also indicated.

***Bidders are required to achieve a minimum score of 70 points, out of the 100, to progress to the next phase; and will be evaluated in accordance with the weight scoring set out in paragraph 4.2 under section B below. Also, it should be noted that a minimum qualifying score per criteria must be met, as set out in the evaluation criteria. Failure to achieve any of the minimum scores will result in a disqualification for further consideration, even if the overall minimum total score has been obtained. Only a maximum of the six top-scoring bidders per category of services that have achieved the minimum evaluation threshold of 70 points and a minimum qualifying score per criteria will be considered for the Phase Three assessment.***

### 17.3. Phase Three: Specific Goals and Pricing

The six top-scoring bidders, per category of services, that achieve the minimum qualifying scores for functionality (acceptable bids) and are shortlisted under Phase Two will be evaluated further on the 80/20 point system basis as follows:

| Criteria            | Points     |
|---------------------|------------|
| Specific Goals      | 20         |
| Pricing             | 80         |
| <b>Total Points</b> | <b>100</b> |

#### 17.3.1. Specific Goals

A maximum of 20 points will be awarded to a bidder for the specific goals of people who were historically disadvantaged by unfair discrimination, based on the following:

| Specific Goal Allocated Points in terms of this Tender                  | Points Allocated (80/20 system) |
|-------------------------------------------------------------------------|---------------------------------|
| 1. Enterprise with ownership of 51% or more by person/s who are black   | 10                              |
| 2. Enterprise with ownership of 51% or more by person/s who are women   | 5                               |
| 3. Enterprise with ownership of 51% or more by person/s who are youth   | 3                               |
| 4. Enterprise with ownership of 51% or more by person/s with disability | 2                               |
| <b>Total</b>                                                            | <b>20</b>                       |

To qualify for preference points for specific goals, the bidder must submit the proof documents noted below, together with the proposal for the 80/20 evaluation criteria. While failure to submit the supporting proof documents will not disqualify the bidder, it will result in the allocation of zero points for the respective specific goal. The documents required for the verification of the points allocation are:

| No.                                                                    | Procurement Requirement             | Proof Documents                                                                             |
|------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------|
| A.                                                                     | Black people/ownership              | CSD Report/Black Economic Empowerment (BEE) Certificates/Sworn Affidavit/Share Certificates |
| B.                                                                     | Women                               | CSD Report/BEE Certificates/Share Certificates                                              |
| C.                                                                     | Youth                               | CSD Report/BEE Certificates/Share Certificates                                              |
| D.                                                                     | Disabled (living with a disability) | CSD Report/Medical Certificate/Report                                                       |
| <i>The CSD Report will be used to verify the ownership percentage.</i> |                                     |                                                                                             |

### **17.3.2. Pricing**

*Note: Please refer to the Pricing Schedule and the SBD 3.3 form (**Annexure B: Financial Proposal**) for the pricing format in which the required proposal must be provided.*

- a) Bidders are required to submit an all-inclusive quote on an official company letterhead, using the Pricing Schedule format attached, for each category of services for which they are bidding. This schedule must cover the cost breakdown for all items, as per the scope of work, for the duration of the contract. Bidders must submit price quotations that are inclusive of Value-Added Tax (VAT).
- b) The submission of the Pricing Schedule is compulsory, and bidders must ensure that it is completed without changing the structure. Furthermore, bidders must ensure that any alterations to the quoted prices on the Pricing Schedule are signed off by the authorised signatory as proof of authentication. Failure to complete same in the prescribed manner and with unauthenticated alterations to the prices may result in the disqualification of the bid during the financial evaluation process.
- c) The pricing must include all of the expected elements linked to the services required in the category/categories of services for which the bidder is bidding.
- d) The quoted rates in the Pricing Schedule must be fixed and firm for the duration of the contract and inclusive of the yearly increases, where applicable.

### **17.4. Award Strategy**

The IRBA intends to appoint a panel of graphic design agencies for the design of its publications, brochures, as well as marketing and branding materials plus social media and digital content for a period of five years on an “as and when” required basis.

The intention is to appoint up to 12 service providers into the panel of graphic design agencies in Phase Three: Specific Goals and Pricing. Four top-scoring bidders per category of services will be considered for appointment into the panel. Should those four top-scoring bidders be appointed in ALL categories of services, the IRBA will consider the fifth- and sixth-ranked bidders, per category of services, for appointment to the panel. This is to ensure that there is adequate capacity in the panel to cover work packages in all three categories of services.

#### **17.4.1. Task/Work Allocation Strategy**

Graphic design task/work packages will be distributed to graphic design agencies on a rotational basis and be subject to the contracted rates and quality of services.

- 17.4.1.1. The task/work packages will be distributed to the graphic design agencies according to, inter alia:
- a) The Service category awarded to ;
  - b) Availability of work and the budget;
  - c) Competencies and experience necessary for the work to be allocated; and
  - d) IRBA's risk assessment in relation to the work to be allocated. This will be based on, but not limited to, the delivery of work on time and on budget, as well as the quality standards being met. The IRBA reserves the right to award the contract to the panellist that has demonstrated the ability to meet deadlines, budgets and quality standards in previous task/work packages awarded in this contract.
- 17.4.1.2. The IRBA will maintain a register of the panel of graphic design agencies and graphic design task/work packages will be assigned in a sequential rotation. Should the selected graphic design agency decline the invitation then the next agency on the rotation will be allocated the task/work package.
- 17.4.1.3. The IRBA does not guarantee that every panellist will be allocated a graphic design work package. It, however, reserves the right to formalise the allocation strategy for an equitable split and allocation of graphic design task/work packages among the service providers appointed into the panel of graphic design agencies.

## **SECTION B: FUNCTIONAL REQUIREMENTS SPECIFICATIONS**

### **1. BACKGROUND TO THE RFT**

The purpose of this RFT is to appoint a panel of suitable and qualified service providers to provide graphic design services for IRBA publications, brochures, as well as marketing and branding materials plus social media and digital content for a period of five years on an “as and when” required basis, in accordance with the IRBA corporate identity.

The IRBA brand is focused on the clarion call of integrity, public interest and audit quality. Therefore, prospective service providers will be required to design and produce high-quality materials that are consistent with the IRBA brand values.

### **2. OBJECTIVES OF THE CONTRACT**

- 2.1.** To streamline the provision of graphic design services for the various publications, marketing and branding materials, as well as social media and digital content by appointing a panel of graphic design agencies for a period of five years.
- 2.2.** To ensure that all designs are coherent, consistent and co-ordinated through the teams of specialists that can interpret and execute the work within the corporate identity guidelines.
- 2.3.** To ensure innovation and creativity in the services that translate into the evolution of the IRBA brand in design over the period.

### **3. SCOPE OF THE WORK**

The IRBA is seeking proposals from interested creative agencies that specialise in end-to-end services from the stage of concept formulation through to design, copy editing, layout and delivery of the final end-product.

#### **3.1.** The scope of work thus entails the following:

- a) Conceptualise, design, produce and deliver original artwork for print and web or social platforms, where required. The required artwork includes, but is not limited to, reports, posters, infographics, advertisements, signage, brochures, newsletters, exhibition stands and materials, as well as social media content (e.g. campaign promotional content/images in file formats that include print-ready PDFs, web-ready PDFs, flipbooks, JPG, GIF and PNG).
- b) Supply a written estimate of project costs before each project, according to the examples of specifications provided under the Pricing Schedule.
- c) Communicate changes to the estimated project costs before completing additional work.
- d) Supply and follow an agreed-upon project delivery timeline that meets the deadlines.

- e) Work collaboratively with the IRBA staff and ask for direction when necessary.
- f) Show a high level of creativity and be comfortable with being innovative when given the freedom to do so.
- g) Use, primarily, the latest design software, tools and trends.
- h) Select and obtain the appropriate imagery/photography that relates to the IRBA brand, or the project presented, and complies with the corporate identity framework.
- i) Provide graphic design direction and content, based on the IRBA CI Manual, needed to produce the project.
- j) Use the IRBA brand guidelines as directed (**see attachment**).
- k) Supply the scheduled proofs and implement the required changes and feedback received into the final design.
- l) Provide print-ready files for retention by the IRBA and PDF files for digital use on social media and the web, including the conversion to flip file formats for web uploads.
- m) Ensure that the quality standards and productivity are consistently and accurately maintained throughout the process by implementing adequate quality control measures and appropriate agency management systems. The processes should ensure the accuracy and completeness of proofs and versions before these are submitted to the IRBA. The IRBA reserves the right to inspect timesheets and pre-billing reports on any project, as it deems necessary.
- n) Show the ability to anticipate and manage workflow volumes, and meet the IRBA's deadlines, particularly the fixed ones set by government regulations.
- o) Provide a dedicated Accounts Manager to manage client relationships and expectations and co-ordinate the design team's work, to ensure a smooth workflow throughout.
- p) Agree explicitly that the copyright of all publications, brochures, as well as the marketing and branding materials shall vest in the IRBA.

**3.2.** The services sought have been classified into the service categories that are listed below. In the table below, bidders must indicate or **tick (✓)** the category/categories for which they are bidding. It should be noted that each bidder may bid for more than one service category. ***Failure to indicate the service category/categories that a bidder is bidding for will result in the disqualification of a bid for further consideration.***

| No. | Service Categories                                      | Please Tick (✓) |
|-----|---------------------------------------------------------|-----------------|
| 1.  | Annual Reports, Publications, Brochures and Newsletters |                 |
| 2.  | Social media and Digital Content                        |                 |
| 3.  | Marketing, Branding and Other Corporate Material        |                 |

**Note:**

- a) *The bidder must ensure that it provides the required documentation/information for each service category it is bidding for, in response to the related evaluation criteria.*
- b) *Notwithstanding the above, the IRBA may request graphic design services outside of the abovementioned service categories, should the need arise.*

### 3.3. Deliverables

Graphic design task/work packages with specific design requests and/or briefs will be allocated and undertaken, as and when the IRBA requires such services. Each project will be subject to its related quotation and approval in advance and must adhere to the pricing guidelines of fixed rates. Variable non-fixed sundries will be determined at the time of quoting; however, service providers are required to provide pricing on the estimated requirements, for a price comparison. **The following are examples from the graphic design task/work packages regularly undertaken by the IRBA, and the list is by no means complete.**

| No. | Deliverable                                                        | Design, Layout Specifications, Estimated Number of Pages, etc.                                                  | Sundries                                                                                                                                    | Frequency                        |
|-----|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1.  | <b>Annual Report:</b><br>Annual Report                             | A4 full colour; 120 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.        | <ul style="list-style-type: none"> <li>• 10 images – sourcing and licensing.</li> <li>• 10 infographics and tables.</li> </ul>              | Annually                         |
| 2.  | <b>Publications:</b><br>Enforcement Report                         | A4 full colour; 52 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.         | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary.</li> </ul> | Annually                         |
| 3.  | <b>Publications:</b><br>RI Report                                  | A4 full colour; 20 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.         | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary.</li> </ul> | Annually                         |
| 4.  | <b>Publications:</b><br>Education and Transformation Annual Report | A4 full colour; 52 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.         | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary</li> </ul>  | Annually                         |
| 5.  | <b>Publications:</b><br>Public Inspections Report                  | A4 full colour; 32 pages, including a cover; PDF print ready; PDF web format; conversion to interactive graphs. | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary</li> </ul>  | Annually                         |
| 6.  | <b>Publications:</b><br>Revised Accreditation Framework            | A4 full colour; 180 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.        | <ul style="list-style-type: none"> <li>• 12 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary</li> </ul> | Once in the 3 <sup>rd</sup> year |

| No. | Deliverable                                                                                | Design, Layout Specifications, Estimated Number of Pages, etc.                                                   | Sundries                                                                                                                                                                                                         | Frequency                                                                                                                            |
|-----|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 7.  | <b>Publication:</b> Accreditation Framework Consultation Paper                             | A4 full colour; 36 pages, including a cover; PDF print ready; PDF web format conversion to a flipbook.           | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary</li> </ul>                                                                       | Once in the 2 <sup>nd</sup> year                                                                                                     |
| 8.  | <b>Publication:</b> Revised Competency Framework                                           | A4 full colour; 100 pages, including a cover; PDF print ready; PDF web format.                                   | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary</li> </ul>                                                                       | Once in the 1 <sup>st</sup> year                                                                                                     |
| 9.  | <b>Publication:</b> AQI Report                                                             | A4 full colour; 38 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.          | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary.</li> <li>• Conversion to an interactive graphic version for web use.</li> </ul> | Annually                                                                                                                             |
| 10. | <b>Publication:</b> PAIA Manual                                                            | A4 full colour; 56 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.          | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary</li> </ul>                                                                       | Annually                                                                                                                             |
| 11. | <b>Brochure:</b> ADP Recruitment Brochure                                                  | A3 full colour; 20 pages, including a cover; double-sided, roll fold or u-fold; PDF print ready; PDF web format. | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary</li> </ul>                                                                       | Once in the 1 <sup>st</sup> year                                                                                                     |
| 12. | <b>Brochure:</b> CPD Framework Brochure                                                    | A4 full colour; 28 pages; PDF print ready; PDF web format.                                                       | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary.</li> </ul>                                                                      | Annually<br><i>(topics may change in the 2<sup>nd</sup> and 3<sup>rd</sup> years, due to the launch of a new five-year strategy)</i> |
| 13. | <b>Newsletter:</b> IRBA News                                                               | A4 full colour; 40 pages, including a cover; PDF print ready; PDF web format, conversion to a flipbook.          | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary.</li> </ul>                                                                      | Quarterly – 4 editions per year                                                                                                      |
| 14. | <b>Social Media Content:</b> AQI and PIR Social Media Event Notice                         | Size bespoke to X and LinkedIn; full colour; JPG high quality.                                                   | 1 image – sourcing and licensing.                                                                                                                                                                                | Annually                                                                                                                             |
| 15. | <b>Social Media Content:</b> Webinar Social Media Event Notice                             | Size bespoke to X (formerly Twitter) and LinkedIn; full colour; JPG high quality.                                | 1 image – sourcing and licensing.                                                                                                                                                                                | 6 notices per annum                                                                                                                  |
| 16. | <b>Social Media Content:</b> Quarterly Tech Outreach Webinar Social Media Events Notice x4 | Size bespoke to X and LinkedIn; full colour; JPG high quality; x4 versions for different topics/themes.          | 4 images – sourcing and licensing.                                                                                                                                                                               | 4 versions annually                                                                                                                  |
| 17. | <b>Digital Content:</b> AQI and PIR Launch Invite                                          | A4 full colour; PDF web format; JPG/PNG format for bulk mail.                                                    | 1 image – sourcing and licensing.                                                                                                                                                                                | Annually                                                                                                                             |
| 18. | <b>Digital Content:</b> Innovation Day Teams Background                                    | Size bespoke to Teams; full colour; JPG high quality.                                                            | 1 image – sourcing and licensing.                                                                                                                                                                                | Annually                                                                                                                             |
| 19. | <b>Digital Content:</b> Webinar Invite                                                     | A4 full colour; PDF web format; JPG/PNG format for bulk mail.                                                    | 1 image – sourcing and licensing.                                                                                                                                                                                | 6 invites per annum                                                                                                                  |
| 20. | <b>Digital Content:</b> Quarterly Tech Outreach Webinar Invites x4                         | A4 full colour; PDF web format; JPG/PNG format for bulk mail; x4 versions for different topics/themes.           | 4 images – sourcing and licensing.                                                                                                                                                                               | 4 versions annually                                                                                                                  |

| No. | Deliverable                                                                                                                                                           | Design, Layout Specifications, Estimated Number of Pages, etc.                                                                                                                                                                                                                 | Sundries                                                                                                                                    | Frequency                                                                          |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 21. | <b>Digital Content:</b><br>Inspections Roadshow invite x5                                                                                                             | A4 full colour; PDF web format; JPG/PNG format for bulk mail.                                                                                                                                                                                                                  | 1 image – sourcing and licensing.                                                                                                           | Annually                                                                           |
| 22. | <b>Marketing, Branding and Other Corporate Material:</b><br>Business Cards                                                                                            | 100 individual business cards; business card size; full colour; double-sided; PDF print ready.                                                                                                                                                                                 | N/A                                                                                                                                         | Annually<br>New ones in the 2 <sup>nd</sup> and 3 <sup>rd</sup> years, as required |
| 23. | <b>Marketing, Branding and Other Corporate Material:</b><br>Top Student Award Certificate                                                                             | Design of A4 certificate; full colour; PDF print ready. Seal and embossing, if required.                                                                                                                                                                                       | N/A                                                                                                                                         | Once in the 1 <sup>st</sup> year                                                   |
| 24. | <b>Marketing, Branding and Other Corporate Material:</b><br>ADP Completion Certificate                                                                                | Design A4 certificate in full colour; PDF print ready. Seal and embossing, if required.                                                                                                                                                                                        | N/A                                                                                                                                         | Once in the 1 <sup>st</sup> year                                                   |
| 25. | <b>Marketing, Branding and Other Corporate Material:</b><br>Certificate of Service ( <i>for long serving committee members as well as staff long service awards</i> ) | Design of A4 certificate; full colour; PDF print ready. Seal and embossing, if required.                                                                                                                                                                                       | N/A                                                                                                                                         | Once in the 1 <sup>st</sup> year                                                   |
| 26. | <b>Publications:</b><br>Five-year Strategy Documents                                                                                                                  | A4 full colour; 60 pages, including a cover.                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary.</li> </ul> | Once in the 1 <sup>st</sup> year                                                   |
| 27. | <b>Publications:</b><br>Brand Study                                                                                                                                   | A4 full colour; 32 pages, including a cover; landscape; PDF print ready; PDF web format; conversion to a flipbook.                                                                                                                                                             | <ul style="list-style-type: none"> <li>• 5 images – sourcing and licensing.</li> <li>• 10 infographics and tables, as necessary.</li> </ul> | Annually                                                                           |
| 28. | <b>Publications:</b><br>Five-year Strategy Placemat                                                                                                                   | A4 full colour; 1 page; PDF print ready; PDF web format.                                                                                                                                                                                                                       | 1 image – sourcing and licensing.<br>2 Infographics                                                                                         | Once in the 1 <sup>st</sup> year                                                   |
| 29. | <b>Marketing, Branding and Other Corporate Material:</b><br>Exhibition – Design of new banners                                                                        | Pull-up banner designs; print ready, including the design of three new concepts (sustainability, ethics, CPD).                                                                                                                                                                 |                                                                                                                                             |                                                                                    |
| 30. | <b>Marketing, Branding and Other Corporate Material:</b><br>Exhibition – For use as media studio backdrops and banner wall stage backdrops for panel events           | Design work for X-Frame 6x: <ul style="list-style-type: none"> <li>• Corporate logo banner.</li> <li>• ET – ADP and Career in Audit.</li> <li>• Trust and Accountability/Role of Auditing.</li> <li>• Sustainability.</li> <li>• Ethics.</li> <li>• Innovation Day.</li> </ul> |                                                                                                                                             |                                                                                    |

## 4. EVALUATION CRITERIA

### 4.1. Eligibility Criteria/Mandatory Requirements

A proposal that fails to meet the eligibility criteria/mandatory requirements, as set out in paragraph 17.1 under section A, will be deemed unacceptable and not be further evaluated in terms of functionality.

### 4.2. Functionality Evaluation Requirements

Proposals will be evaluated against the indicated criteria and points for functionality, as depicted in the tables below. The total points are 100.

The functionality evaluation will be based on a threshold, where bids that fail to achieve an overall minimum of 70 points on the functionality stage will not be considered further. Also, it should be noted that a minimum qualifying score per criteria must be met, as set out in the evaluation criteria. Failure to achieve any of the minimum scores for each element will result in a disqualification for further consideration, even if the overall minimum total score has been achieved.

| No. | Element                                                                                                                                                                                                                                  | Minimum Points | Maximum Points |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| a)  | Experience of the company in the operation of the relevant graphic design services (including a submission of the company profile and list of services rendered).                                                                        | 3              | 5              |
| b)  | Approach, methodology and timelines that are tailored to the scope(s) of work that is linked to the applicable service category for which a bid has been submitted.                                                                      | 15             | 20             |
| c)  | Experience of the key staff in the related areas of specialisation, with detailed CVs/profiles that outline each individual's relevant experience and qualifications (including a submission of the copies of awarded diplomas/degrees). | 15             | 20             |
| d)  | Experience in comparative projects performed; and bidders must supply references from similar projects that were completed in the past five years.                                                                                       | 7              | 15             |
| e)  | Assessment of the showcased portfolio of evidence of previous graphic design projects completed in the service category/categories for which the bidder is bidding.                                                                      | 30             | 40             |
|     | <b>Total Points</b>                                                                                                                                                                                                                      | <b>70</b>      | <b>100</b>     |

| 4.2.1. | Evaluation Criteria – Company Overview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Scoring Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | <p><b>The company overview must demonstrate experience in graphic design services linked to the service category/categories for which the bidder is bidding.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>Maximum = 5</b><br/><b>Minimum = 3</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| a)     | <p><b>Company Profile</b></p> <p>The bidder must submit a company profile that demonstrates a minimum of five years, from the closing date of this RFT, of operating as a graphic design agency, as well as the background of the company, a comprehensive list of services rendered and the key management structure.</p> <p><i>Provide the following document as evidence:</i></p> <ul style="list-style-type: none"> <li><i>i. Company profile.</i></li> <li><i>ii. Comprehensive list of services being offered, which should include the service category/categories for which the bidder is bidding.</i></li> </ul> | <p>Company profile indicates more than five years, from the closing date of this RFT, of operating as a graphic design agency; the background of the company; a comprehensive list of the services offered; and the key management structure = <b>5</b></p> <p>Company profile indicates five years, from the closing date of this RFT, of operating as a graphic design agency; the background of the company; a comprehensive list of services offered; and the key management structure = <b>3</b></p> <p>Company profile has not been provided; <b>or</b> does not comply with the requirements of the criteria = <b>0</b></p> |

| 4.2.2.                                                                                                                                                                                            | Evaluation Criteria – Approach and Methodology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Scoring Points                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The bidder must provide an overview of the approach and methodology they will take to deliver the required graphic design services in the service category/categories for which they are bidding. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Maximum = 20</b><br><br><b>Minimum = 15</b>                                                                                                                                                                                                                                                                                                                                                                                     |
| a.                                                                                                                                                                                                | <p><b>Approach and Methodology</b></p> <p>The bidder's proposal must include a detailed methodology, project plan and timelines for the relevant categories of services they are bidding for, from the briefing stage to the final delivery, highlighting, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>i. Workflow processes, with reasonable timelines relevant to the service category.</li> <li>ii. Client relations management processes, which should include conflict resolution and communication.</li> <li>iii. Resource allocation (responsibilities).</li> </ul> | <p>Detailed bespoke methodology that exceeds expectations and demonstrates innovation and value-add, covering all of the criteria listed under 4.2.2.a = <b>20</b></p> <p>Acceptable methodology that adequately covers all three criteria listed under 4.2.2.a = <b>15</b></p> <p>Generic methodology that does not adequately cover the criteria listed under 4.2.2.a = <b>10</b></p> <p>No methodology submitted = <b>0</b></p> |

| 4.2.3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Evaluation Criteria: Experience of the Key Staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Scoring Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The experience of the key staff members (project team) in the related area(s) of specialisation to be indicated. For bidders to get points, they must submit detailed CVs/profiles that clearly indicate the relevant experience and qualifications for the following project team members and roles:</p> <ul style="list-style-type: none"> <li>i. Creative Director/Art Director;</li> <li>ii. Accounts Manager; and</li> <li>iii. Senior Graphic Designers or Equivalent Applicable Titles (x2).</li> </ul> <p>The bidder must also complete Table 2 in Appendix A.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Maximum = 20</b></p> <p><b>Minimum = 15</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| a)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Creative Director/Art Director (or equivalent title)</b></p> <p>They must have a minimum of:</p> <ul style="list-style-type: none"> <li>• 10 years' experience in the graphic design of publications, brochures, marketing and branding materials for traditional, social media and/or digital platforms relevant to the service category/categories for which the bidder is bidding.</li> <li>• Diploma, or higher, in the field of graphic design in traditional, social media and/or digital platforms, or any equivalent and relevant qualification in respect of the service category/categories for which the bidder is bidding.</li> </ul> | <p>Creative Director/Art Director has more than 10 years' relevant experience and the required qualifications or higher = <b>7</b></p> <p>Creative Director/Art Director has 10 years' relevant experience and the required qualifications = <b>5</b></p> <p>Creative Director/Art Director has five to nine years' relevant experience and the required qualifications = <b>3</b></p> <p>No CV and/or required qualifications provided for the Creative Director/Art Director; <b>or</b> they have less than five years' relevant experience = <b>0</b></p> |
| b)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Accounts Manager (or equivalent title)</b></p> <p>Must have a minimum of:</p> <ul style="list-style-type: none"> <li>• Five years' experience managing accounts for graphic design services.</li> <li>• Diploma, or higher, in the field of commerce, marketing, sales, communications or equivalent.</li> </ul>                                                                                                                                                                                                                                                                                                                                  | <p>Accounts Manager has more than five years' relevant experience and the required qualifications or higher = <b>6</b></p> <p>Accounts Manager has five years' relevant experience and the required qualifications = <b>4</b></p> <p>Accounts Manager has three to four years' relevant experience and the required qualifications = <b>2</b></p>                                                                                                                                                                                                            |

| 4.2.3. | Evaluation Criteria: Experience of the Key Staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Scoring Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | No CV and/or required qualifications provided for the Accounts Manager; <b>or</b> they have less than three years' relevant experience = <b>0</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| c)     | <p><b>Two Senior Graphic Designers or Equivalent Applicable Titles</b></p> <p>Each Senior Graphic Designer or Equivalent Applicable Title relevant to the service category/categories the bid is for, must have a minimum of:</p> <ul style="list-style-type: none"> <li>• Five years' experience in the graphic design of publications, brochures, marketing and branding materials for traditional <b>OR</b> social media and digital platforms relevant to the service category/categories for which the bidder is bidding.</li> <li>• Diploma, or higher, in the field of graphic design in traditional mediums <b>OR</b> social media and digital platforms, or an equivalent qualification relevant to the service category/categories for which the bidder is bidding.</li> </ul> <p><b>The bidder may propose a team member for more than one service category, provided that this individual demonstrates the required experience and qualifications in each service category.</b></p> | <p>Two Senior Graphic Designers or Equivalent Applicable Title, each with more than five years' relevant experience and the required qualifications or higher = <b>7</b></p> <p>Two Senior Graphic Designers or Equivalent Applicable Title, each with five years' relevant experience and the required qualifications = <b>6</b></p> <p>Two Senior Graphic Designers or Equivalent Applicable Title, each with three to four years' relevant experience and the required qualifications = <b>3</b></p> <p>No CVs and/or required qualifications provided for two Senior Graphic Designers or Equivalent Applicable Title; <b>or</b> one CV provided; <b>or</b> one or both Senior Graphic Designers or Equivalent Applicable Title have less than the three years' relevant experience = <b>0</b></p> |

| 4.2.4. | Evaluation Criteria – References                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Scoring Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | <b>Declaration of Client References for previous similar work/projects performed are required and these must have been completed in the past five years.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Maximum = 15</b><br><b>Minimum = 7</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| a.     | <p><b>Declaration of Client References:</b> The bidder must provide a <b>list</b> of a minimum of three contactable references for their clients in the corporate business and/or public sector, where work for the service category/categories the bidder is bidding for has been rendered in the past five years from the closing date of this RFT. One reference may specify services rendered for more than one service category.</p> <p>The bidder must complete the Declaration of Client References in accordance with Table 3 in Appendix A. The list of client references must:</p> <ul style="list-style-type: none"> <li>i. Clearly indicate the name of the client;</li> <li>ii. Specify the service(s) rendered, which should be in accordance with the categories of services the bidder is bidding for as per section 3.2 and aligned to the scope of works set out in section 3;</li> <li>iii. Indicate when each service was rendered, which must be within five years of the closing date of the bid; and</li> <li>iv. Contain the name(s) of the client's contact person(s) and their details (phone numbers/email addresses).</li> </ul> <p><b>The details given in the Declaration of Client References will be subject to verification by the IRBA. Should the information provided not be positively verified, the bidder will be disqualified from further evaluations.</b></p> | <p>Declaration of five or more contactable client references for the service category/categories for which the bidder is bidding and that meet all criteria per 4.2.4.a (i-iv) = <b>15</b></p> <p>Declaration of four contactable client references for the service category/categories for which the bidder is bidding and that meet all criteria per 4.2.4.a (i-iv) = <b>10</b></p> <p>Declaration of three contactable client references for the service category/categories for which the bidder is bidding and that meet all criteria per 4.2.4.a (i-iv) = <b>7</b></p> <p>Declaration of two contactable client references for the service category/categories for which the bidder is bidding and that meet all criteria per 4.2.4.a (i-iv) = <b>4</b></p> <p>Declaration of less than two contactable client references submitted; <b>or</b> no positive contactable client references provided; <b>or</b> services not rendered in the past five years; <b>or</b> services rendered are not relevant to the scope <b>or</b> reference letters do not meet all criteria (a-d) = <b>0</b>.</p> |

| 4.2.5. | Evaluation Criteria – Portfolio of Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Scoring Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | <p><b>Service providers must provide a showcase portfolio in the form of print-ready files, or hard copies (where applicable), of previous work across a variety of the traditional, social media and/or digital platforms for the service category/categories for which they are bidding.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Maximum = 40</b></p> <p><b>Minimum = 30</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| a.     | <p>Provide a portfolio of evidence that showcases samples of works/projects done previously in the service category/categories for which the bidder is bidding. The bidder to provide samples of previous work, with creativity displayed in the execution of graphic designs, as per the scope of this tender, such as, but not limited to, reports, posters, infographics, advertisements, brochures, newsletters and social media or digital content (e.g. campaign promotional content/images).</p> <p>For the purpose of this RFT, the portfolio of evidence:</p> <ol style="list-style-type: none"> <li>Should showcase the bidder's ability and strengths across samples of works/projects completed in the service category/categories for which it is bidding.</li> <li>Should be a combination of works/projects completed across more than one client within the corporate business or public sector.</li> <li>Must be submitted on a USB in the form of complete client-approved PDF files <b>OR</b> other file formats that include JPG, GIF and PNG or other relevant file formats. The bidder may submit physical/hardcopy samples, if applicable.</li> </ol> <p>Maximum Points will be allocated as follows:</p> <ol style="list-style-type: none"> <li>Samples of works/projects depicting the service category/categories the bid is for = 5</li> <li>Quality and Professionalism = 18</li> <li>Creativity and brand messaging = 12</li> </ol> | <p><b>Sample of Works/Projects Submitted</b></p> <p>Portfolio of evidence submitted with samples of works/projects completed in the service category/categories the bid is for, together with the visual showcase, per criteria 4.2.5.a.iii, of the final work for each sample of work/project = <b>5</b></p> <p>No portfolio of evidence; <b>or</b> portfolio of evidence has samples of works/projects that are not per the service categories the bid is for = <b>0</b></p> <p><b>Quality and Professionalism</b></p> <p>The samples of works/projects demonstrate attention to detail in designs and layout, with no errors. Errors may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Stretching of logos or photos;</li> <li>- Uneven spacing;</li> <li>- Pixelization, low resolution images or the misalignment of graphical elements and images; or</li> <li>- Grammatical/spelling errors = <b>20</b></li> </ul> <p>Care has been taken to execute a well put together portfolio of evidence, but there are minor errors in the samples of works/projects submitted = <b>15</b></p> <p>The portfolio of evidence submitted is not at the level of professionalism and quality expected = <b>7</b></p> <p>No portfolio has been submitted = <b>0</b></p> <p><b>Creativity and Brand Messaging</b></p> <p>The samples of works/projects demonstrate designs</p> |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>that are modern and visually appealing, where creative elements, text and spacing are used to convey the intended message in an attractive and appealing manner, suitable for the look and feel of the brand portrayed = <b>15</b></p> <p>The samples of works/projects demonstrate designs that are generally modern and visually appealing, but creative elements could have been used better, or only some aspects of the designs seem to match the overall brand = <b>10</b></p> <p>Designs of the samples of works/projects are outdated; <b>or</b> the creative messaging is poorly executed; <b>or</b> the messaging does not fit the brand = <b>6</b></p> <p>No portfolio has been submitted = <b>0</b></p> |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## SUPPORTIVE INFORMATION

The information provided under this section must support the bidder's bid. The forms provided herein below may be reproduced and the information typed in.

**Table 1: Checklist for the Tender Submission**

The completion of this checklist should assist the bidders in ensuring that they have complied with all of the submission requirements for this tender.

| RFT Section Reference                              | Submission Description                                                                                                                                                               | Complied                                                          |    |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----|
|                                                    |                                                                                                                                                                                      | Yes<br><i>(Add the relevant page number per the bid document)</i> | No |
| <b>Eligibility/<br/>Mandatory<br/>Requirements</b> | Provide an authority to sign the tender.                                                                                                                                             |                                                                   |    |
|                                                    | <b>National Treasury – Central Supplier Database:</b> Confirmation of the company or individual registration on the CSD (MAAA number); or provide a CSD registration summary report. |                                                                   |    |
|                                                    | <b>Tax Compliance Status:</b> A valid tax clearance certificate or pin issued by SARS.                                                                                               |                                                                   |    |
|                                                    | Completed and signed SBD 1: Invitation to Bid.                                                                                                                                       |                                                                   |    |
|                                                    | Completed and signed SBD 3.3: Pricing Form.                                                                                                                                          |                                                                   |    |
|                                                    | Completed and signed Pricing Proposal (as per Annexure B).                                                                                                                           |                                                                   |    |
|                                                    | Completed and signed SBD 4: Declaration of Interests Form.                                                                                                                           |                                                                   |    |
|                                                    | Completed and signed SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.                                                      |                                                                   |    |
|                                                    | Completed and signed Declaration of Independence: (as per Annexure A), confirming independence from the auditing profession.                                                         |                                                                   |    |
|                                                    | <b>Consortia and Joint Ventures:</b> Completed and signed JV agreement (if applicable); also the completed and signed mandatory documents for each individual entity.                |                                                                   |    |
| <b>Functionality<br/>Evaluation</b>                | Company profile demonstrating a minimum of five years, from the closing date of the RFT, during which the bidder has been in operation as a graphic design agency in the service     |                                                                   |    |

| RFT Section Reference | Submission Description                                                                                                                                                                                                                                                                                                                                       | Complied                                                          |    |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----|
|                       |                                                                                                                                                                                                                                                                                                                                                              | Yes<br><i>(Add the relevant page number per the bid document)</i> | No |
|                       | category/categories it is bidding for, as well as the overview and history of the company, its core business, a comprehensive list of services offered and the key management structure.                                                                                                                                                                     |                                                                   |    |
|                       | A detailed project methodology, project plan and timelines for the relevant graphic design work, from the briefing stage to the final delivery, using an example(s) from the service category/categories for which the bidder is bidding.                                                                                                                    |                                                                   |    |
|                       | Detailed CVs and qualifications of the assigned team members, as per Table 2 of Appendix A.                                                                                                                                                                                                                                                                  |                                                                   |    |
|                       | Declaration of Client References listing a minimum of three contactable references for clients in the corporate business and/or public sector, where the service category/categories the bidder is bidding for have been rendered in the past five years from the closing date of this RFT, as per the client list in accordance with Table 3 in Appendix A. |                                                                   |    |
|                       | Portfolio of evidence of previous graphic design projects, either as complete PDF files or other file formats that include JPG, GIF and PNG or other relevant file formats or physical/hardcopy samples (if applicable), showcasing the sample of works/projects completed in the service category/categories for which the bidder is bidding.               |                                                                   |    |

**Table 2: Details of the Individual Assigned Team Members and Their Roles**

***Bidders must complete this table.***

| <b>Position</b>                                               | <b>Name</b> | <b>Qualification</b> | <b>Relevant Experience</b> |
|---------------------------------------------------------------|-------------|----------------------|----------------------------|
| <b>Creative Director/Art Director (or equivalent)</b>         |             |                      |                            |
| <b>Accounts Manager (or equivalent)</b>                       |             |                      |                            |
| <b>Senior Graphic Designer or Equivalent Applicable Title</b> |             |                      |                            |
| <b>Senior Graphic Designer or Equivalent Applicable Title</b> |             |                      |                            |

**Table 3: Declaration of Client References for Previously Completed Projects**

In the table below, list a minimum of three contactable references for clients in the corporate business and/or public sector where the service category/categories the bidder is bidding for have been rendered in the past five years from the closing date of this RFT as per the Functionality Evaluation criteria under paragraph 4.2.4 of this RFT. It is required that the projects you include should showcase the services (graphic design of annual reports, publications, brochures, as well as marketing and branding materials plus social media and digital content) for which the bidder is bidding. *Bidders must complete this table.*

| <b>Contactable Client Name</b> | <b>Project Description/Name</b><br><br>(Specify the service rendered which should be in accordance with the categories of services the bidder is bidding for) | <b>Client's Contact Person (Name)</b> | <b>Client Email Address &amp; Contact No.</b> | <b>Project Start and End Date</b><br><br>(When the service was rendered, which must be within five years of the closing date of the bid) |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|                                |                                                                                                                                                               |                                       |                                               |                                                                                                                                          |
|                                |                                                                                                                                                               |                                       |                                               |                                                                                                                                          |
|                                |                                                                                                                                                               |                                       |                                               |                                                                                                                                          |
|                                |                                                                                                                                                               |                                       |                                               |                                                                                                                                          |
|                                |                                                                                                                                                               |                                       |                                               |                                                                                                                                          |

**NOTE: The IRBA undertakes to keep the information provided confidential and to use it solely for the purpose of evaluating the bidder's proposal, in respect of the provision of the services set out in this document.**

**DECLARATION OF INDEPENDENCE FROM THE AUDITING PROFESSION****1. Purpose of the Form**

The Independent Regulatory Board for Auditors is a statutory body established in terms of Section 3 of the Auditing Profession Act 26 of 2005, as amended. It maintains independence from the registered auditors it regulates. As such, no bids will be considered from any entity or person that the IRBA regulates, including network firms, as defined in the IRBA Code of Professional Conduct for Registered Auditors.

Thus, any bidder with any direct or indirect financial or personal ties to an auditor or an audit firm and/or network firm that the IRBA regulates will be deemed ineligible to participate in the bidding process. So, bidders are required to declare and confirm that they are independent of the auditing profession in that:

- The bidder is not an audit firm;
- The bidder is not employed by an audit firm and/or a network firm; and
- The bidder, while at liberty to accept any person, firm, department, company or organisation as a client and bill for services rendered, does not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

To this end, all bidders are required to make this declaration in respect of the details required hereunder.

**2. Bidder's Declaration**

By appending their signature herein below, the bidder declares and confirms that they are independent of the auditing profession in that:

- The bidder is not an audit firm;
- The bidder is not employed by an audit firm and/or a network firm, as defined in the IRBA Code of Professional Conduct for Registered Auditors; and
- The bidder, while at liberty to accept any person, firm, department, company or organisation as a client and bill for services rendered, does not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

The bidder understands that any misrepresentation of their independence will result in a disqualification from the bidding process.

.....

Name

.....

Position

.....

Entity Name

.....

Date

**FINANCIAL PROPOSAL**

- Bidders are required to submit an all-inclusive quote on an official company letterhead, using the Pricing Schedule format attached for each category for which they are bidding. The hourly rates quoted in the Pricing Schedule must cover the cost for all expected elements linked to the delivery of graphic design services, as per the scope of work, for the duration of the contract.
- The hourly rates quoted in the Pricing Schedule must be fixed and firm for all graphic design work, and must be inclusive of the yearly increases, where applicable. To this effect, the bidder must complete the SBD 3.3. form.
- Bidders must complete and submit the compulsory Pricing Schedules, without changing the structure. Failure to complete these in the prescribed manner and with unauthenticated alterations to the prices will result in the disqualification of the bid.
- The Pricing Schedules must be submitted in a separate sealed envelope at the time of submitting the bid response as a Returnable Schedule.
- All Pricing Schedules must be **inclusive of VAT**.
- The execution of this contract will be governed by the fixed and firm hourly rates quoted for graphic design works for the duration of the contract, unless otherwise stated.
- Variable non-fixed sundries will be determined at the time of quoting, however bidders are required to provide average pricing on the Licensing and Usage Rights for a single image, for the purpose of price comparison
- The IRBA anticipates utilisation, on average, of an estimated 125 hours per month for graphic designs services. These hours should be used for pricing purposes only and is not a commitment from the IRBA.

## PRICING SCHEDULE

### Pricing Schedule: Category 1 – Graphic Design Works for Annual Reports, Publications and Newsletters

| Description                                                                                                                    | YEAR ONE<br>Hourly Rate<br>(excl. VAT) | YEAR TWO<br>Hourly Rate<br>(excl. VAT) | YEAR THREE<br>Hourly Rate<br>(excl. VAT) | YEAR FOUR<br>Hourly Rate<br>(excl. VAT) | YEAR FIVE<br>Hourly Rate<br>(excl. VAT) | Hourly Rates for<br>Five Years<br>(excl. VAT) |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|------------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------------|
| 1.1. Concept development and design creation                                                                                   |                                        |                                        |                                          |                                         |                                         |                                               |
| 1.2. Layout and formatting                                                                                                     |                                        |                                        |                                          |                                         |                                         |                                               |
| 1.3. Production and execution                                                                                                  |                                        |                                        |                                          |                                         |                                         |                                               |
| 1.4. Infographics                                                                                                              |                                        |                                        |                                          |                                         |                                         |                                               |
| 1.5. Simple graphs, e.g. pie charts                                                                                            |                                        |                                        |                                          |                                         |                                         |                                               |
| 1.6. Flipbook conversion                                                                                                       |                                        |                                        |                                          |                                         |                                         |                                               |
| 1.7. Other services (specify and these services must be within the scope of work of this TOR)                                  |                                        |                                        |                                          |                                         |                                         |                                               |
| 1.8.                                                                                                                           |                                        |                                        |                                          |                                         |                                         |                                               |
| <b>Pricing Schedule Category 1 – Annual Reports, Publications &amp; Newsletters Hourly Rates for Five Years, excluding VAT</b> |                                        |                                        |                                          |                                         |                                         |                                               |
| <b>VAT @ 15%</b>                                                                                                               |                                        |                                        |                                          |                                         |                                         |                                               |
| <b>Pricing Schedule Category 1 – Annual Reports, Publications &amp; Newsletters Hourly Rates for Five Years, including VAT</b> |                                        |                                        |                                          |                                         |                                         |                                               |

*The execution of this contract will be governed by the rate per hour quoted and the actual hours incurred for each project, as and when required, as agreed between the IRBA and the service provider.*

## Pricing Schedule: Category 2 – Social Media and Digital Content

| Description                                                                                                      | YEAR ONE<br>Hourly Rate<br>(excl. VAT) | YEAR TWO<br>Hourly Rate<br>(excl. VAT) | YEAR THREE<br>Hourly Rate<br>(excl. VAT) | YEAR FOUR<br>Hourly Rate<br>(excl. VAT) | YEAR FIVE<br>Hourly Rate<br>(excl. VAT) | Hourly Rates for<br>Five Years<br>(excl. VAT) |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|------------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------------|
| 2.1. Concept development and content creation                                                                    |                                        |                                        |                                          |                                         |                                         |                                               |
| 2.2. Production and execution                                                                                    |                                        |                                        |                                          |                                         |                                         |                                               |
| 2.3. Animation                                                                                                   |                                        |                                        |                                          |                                         |                                         |                                               |
| 2.4. Infographics                                                                                                |                                        |                                        |                                          |                                         |                                         |                                               |
| 2.5. Videography                                                                                                 |                                        |                                        |                                          |                                         |                                         |                                               |
| 2.6. Sound production                                                                                            |                                        |                                        |                                          |                                         |                                         |                                               |
| 2.7. Other services (specify and these services must be within the scope of work of this TOR)                    |                                        |                                        |                                          |                                         |                                         |                                               |
| <b>Pricing Schedule Category 2 – Social Media and Digital Content Hourly Rates for Five Years, excluding VAT</b> |                                        |                                        |                                          |                                         |                                         |                                               |
| <b>VAT @ 15%</b>                                                                                                 |                                        |                                        |                                          |                                         |                                         |                                               |
| <b>Pricing Schedule Category 2 – Social Media and Digital Content Hourly Rates for Five Years, including VAT</b> |                                        |                                        |                                          |                                         |                                         |                                               |

*The execution of this contract will be governed by the rate per hour quoted and the actual hours incurred for each project, as and when required, as agreed between the IRBA and the service provider.*

### Pricing Schedule: Category 3 – Graphic Design Works for Marketing, Branding and Other Corporate Material

| Description                                                                                                                      | YEAR ONE<br>Hourly Rate<br>(excl. VAT) | YEAR TWO<br>Hourly Rate<br>(excl. VAT) | YEAR THREE<br>Hourly Rate<br>(excl. VAT) | YEAR FOUR<br>Hourly Rate<br>(excl. VAT) | YEAR FIVE<br>Hourly Rate<br>(excl. VAT) | Hourly Rates for<br>Five Years<br>(excl. VAT) |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|------------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------------|
| 3.1. Concept development and design creation                                                                                     |                                        |                                        |                                          |                                         |                                         |                                               |
| 3.2. Layout and formatting                                                                                                       |                                        |                                        |                                          |                                         |                                         |                                               |
| 3.3. Production and execution                                                                                                    |                                        |                                        |                                          |                                         |                                         |                                               |
| 3.4. Other services (specify and these services must be within the scope of work of this TOR)                                    |                                        |                                        |                                          |                                         |                                         |                                               |
| <b>Pricing Schedule Category 3 – Marketing, Branding and Other Corporate Material Hourly Rates for Five Years, excluding VAT</b> |                                        |                                        |                                          |                                         |                                         |                                               |
| <b>VAT @ 15%</b>                                                                                                                 |                                        |                                        |                                          |                                         |                                         |                                               |
| <b>Pricing Schedule Category 3 – Marketing, Branding and Other Corporate Material Hourly Rates for Five Years, including VAT</b> |                                        |                                        |                                          |                                         |                                         |                                               |

*The execution of this contract will be governed by the rate per hour quoted and the actual hours incurred for each project, as and when required, as agreed between the IRBA and the service provider.*

**COMPLIANCE WITH PERSONAL INFORMATION PROCESSING LAWS**

The Protection of Personal Information Act 4 of 2013 (POPIA) restricts the processing of personal information to circumstances that are lawful, legitimate, responsible and that comply with the provisions of the POPIA.

The IRBA will have to process certain personal information, which is owned or held by bidders; and thus, to comply with the POPIA, the IRBA must provide bidders, whose personal information is processed, with a number of details pertaining to such processing, prior to the information being processed, which details are housed under the IRBA Procurement Processing Notice found on the IRBA website: <https://www.irba.co.za/library/popi-act>. You are requested to download and read the Notice. Please note that most of your personal information, which we will be processing, is required for lawful purposes and, as a result, your consent to process will not be required. Where we do, however, require your consent, which is indicated in the Notice, the handing over of such personal information to the IRBA will be viewed as consent to the IRBA's processing of such personal information.

Where the IRBA's personal information is provided for processing, the IRBA consents to the processing thereof, provided that you or any other recipient who processes it undertakes to process all and any such personal information strictly in compliance with the POPIA, and subject further that where the IRBA's personal information is not processed in accordance with the POPIA, then the person handling such information indemnifies and holds the IRBA and/or any third parties that may be or will be affected by such non-compliance harmless against all and any liabilities, loss or damages, including pecuniary, non-pecuniary and/or aggravated damages, which the IRBA or any data subject or other person may incur in consequence of such non-compliance, such person (who is processing the personal information) agreeing to pay to the IRBA and/or any affected data subject/s or third party/ies all and any such damages which they may have incurred as a result of such non-compliance, on demand, and NO LIMITATION OF LIABILITY CLAUSES housed under this document or elsewhere WILL UNDER ANY CIRCUMSTANCES LIMIT THE ABOVEMENTIONED DAMAGES.

Where the IRBA provides personal information to you in terms of this document and you are tasked with processing it on behalf of the IRBA in your capacity as an "Operator", as defined under the POPIA, then in such case the provisions set out under the IRBA standard "Operator Agreement/Addendum" found on the IRBA website will apply to such processing, which terms will be incorporated into and read together with this document.