

APPOINTMENT OF A GRAPHIC DESIGN AGENCY FOR THE DESIGN, PRODUCTION AND PRINTING OF IRBA PUBLICATIONS, BROCHURES, AS WELL AS MARKETING AND BRANDING MATERIALS ON AN “AS AND WHEN” REQUIRED BASIS, FOR A PERIOD OF THREE YEARS

BID NO.: IRBA/03/2024/RFT

CLOSING DATE: 26 July 2024 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

ACTING DIRECTOR: OPERATIONS

DATE: 2024-06-28.....

TABLE OF CONTENTS

SECTION A: GENERAL CONDITIONS OF THE BID	3
1. Propriety Information.....	3
2. Enquiries.....	3
3. Bid Validity Period	3
4. Background.....	3
5. Minimum Requirements for a Bid	4
6. Instructions on the Submission of Bids.....	5
7. Preparation of the Bid Response	5
8. Requirement to Conclude a Contract	6
9. Contract Period	6
10. Assignment of Obligations, Independence and Conflict of Interest.....	6
11. Reporting	7
12. Cancellation of the Contract.....	7
13. Supplier Performance Management.....	8
14. Disclaimer	8
15. Absence of Obligations	8
16. Evaluation Criteria and Points Allocation.....	9
SECTION B: FUNCTIONAL REQUIREMENTS SPECIFICATIONS	12
1. Background to the RFT	12
2. Objectives of the Contract	12
3. Scope of the Work	12
4. Evaluation Criteria.....	20
APPENDIX A: SUPPORTIVE INFORMATION	27
Table A: Details of the Individual Assigned Team Members	27
Table B: Relevant Previously Completed Projects	28
ANNEXURE A: DECLARATION OF INDEPENDENCE OF THE AUDITING PROFESSION	29
ANNEXURE B: FINANCIAL PROPOSAL	30
Pricing Proposal	30
ANNEXURE C: COMPLIANCE WITH PERSONAL INFORMATION PROCESSING	46
ATTACHMENTS:	
SBD 1: INVITATION TO BID	
SBD 3.3: PRICING SCHEDULE – FIRM PRICES	
SBD 3.2: PRICING SCHEDULE – NON-FIRM PRICES	
SBD 4: DECLARATION OF INTEREST FORM	
SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2022	
IRBA CORPORATE IDENTITY FRAMEWORK	

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 to become the IRBA's graphic design agency for the design, production and printing of IRBA publications, brochures, as well as marketing and branding materials on an "as and when" required basis, for a period of three 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

2.2. Enquiries in relation to this RFT will not be entertained after 16h00 on **11 July 2024**.

2.3. All enquiries will be consolidated and the IRBA will then issue one response that will be posted on **15 July 2024** on the IRBA website (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. BID VALIDITY PERIOD

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

4. BACKGROUND

4.1. The IRBA was established in terms of Section 3 of the Auditing Profession Act, No. 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.

5. MINIMUM REQUIREMENTS FOR A BID

5.1. 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.

5.2. 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) They are not employed by an audit firm and/or a network firm; and
- b) They do 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.

5.3. 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.

5.4. 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).

- 5.5. Bidders are required to complete and submit the compulsory Financial Proposal (**Annexure B**), without changing the structure. Failure to complete it in the prescribed manner and with unauthenticated alterations will result in the disqualification of the bid.
- 5.6. The IRBA reserves the right to verify the validity of any information or documentation submitted in the bid proposal for the Functionality Evaluation stage.

6. INSTRUCTIONS ON THE SUBMISSION OF BIDS

- 6.1. The IRBA requires **two** copies – one original hard copy and one soft copy (USB) – of the complete bid documentation that support the criteria, as stated in section B of this document.
- 6.2. 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.
- 6.3. 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 **26 July 2024**.
- 6.4. The bid register, which is located where the tender box is, must be signed by the person making the delivery.
- 6.5. The bid closing date, bidder's name and the return address must also be reflected on the envelope.
- 6.6. No bid response received by email, fax or similar medium will be considered.
- 6.7. 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.
- 6.8. 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.

7. PREPARATION OF THE BID RESPONSE

- 7.1. All documentation submitted in response to this RFT must be in English.
- 7.2. The bidder is responsible for all costs that they shall incur regarding the preparation and submission of the bid document.
- 7.3. 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.

- 7.4. 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.
- 7.5. The information required in paragraphs 5.2-5.5 above must be included in the bid response.
- 7.6. A financial proposal, as indicated in **Annexure B**, must be included in the bid response.
- 7.7. The bidder must submit an overview and history of their company, including its core business and an organisational chart that indicates the ownership structure. This should also include a past and current client list that has examples of public sector organisations for which graphic design work was completed.
- 7.8. Detailed curricula vitae (CVs) of the assigned team members must be included in the bid response.
- 7.9. Reference letters, as per the Functional Evaluation Criteria set out in section B, must be included in the bid response.
- 7.10. Relevant details, as per Tables A and B under Appendix A, must be included in the bid response for each of the individuals assigned to the project.

8. 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 Chapter 16A of the Treasury Regulations, shall form the basis for formal contracts to be negotiated and concluded between the IRBA and the successful bidder to whom this bid will be awarded.

9. CONTRACT PERIOD

- 9.1. The contract shall be for a period of three years, on an “as and when” required basis, subject to an annual performance review of the service provider.
- 9.2. The successful bidder shall, upon receipt of a written notification of an award, 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. ASSIGNMENT OF OBLIGATIONS, INDEPENDENCE AND CONFLICT OF INTEREST

- 10.1. 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) 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.
- e) 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.
- f) Shall ensure that the credentials of the individuals presented to the IRBA are in line with the proposals submitted, and that these individuals shall not be substituted without the prior approval of the IRBA.

11. REPORTING

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

12. CANCELLATION OF THE CONTRACT

12.1. 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.

12.2. 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 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 12.1 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.

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

12.4. 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.

13. 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.

14. DISCLAIMER

14.1. 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.

14.2. 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.

14.3. 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.

15. ABSENCE OF OBLIGATIONS

15.1. 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.

15.2. The IRBA is not obliged to proceed with any submitted bids.

16. EVALUATION CRITERIA AND POINTS ALLOCATION

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

16.1. Phase 1 – 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.
- b) **Tax Compliance Status:** A valid tax clearance certificate or pin issued by the South African Revenue Service.
- c) **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 consortia or a JV to provide the services. In that case, the bidder must submit the JV agreement that has been signed by all parties.
- d) **Pricing:** Bidders must complete and submit the compulsory Pricing Proposal (**Annexure B**), without changing the structure. Failure to complete it in the prescribed manner and with unauthenticated alterations will result in the disqualification of the bid.
- e) **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 3.2 and/or 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.
- f) **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.

Failure to comply with the requirements assessed in Phase 1 (compliance) will lead to the disqualification of a bid.

16.2. Phase 2: Functionality Evaluation

Bid responses will be evaluated in accordance with the functional 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 75 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 3.2 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.

16.3. Phase 3: Specific Goals and Pricing

All bids that achieve the minimum qualifying scores for functionality (acceptable bids) and are shortlisted under Phase 2 will be evaluated further on the 80/20-point system basis as follows:

Criteria	Points
Specific Goals	20
Pricing	80
Total Points	100

16.3.1. Specific Goals

A maximum of 20 points will be awarded to a tenderer 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
TOTAL	20

To qualify for preference points for specific goals, the tenderer 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
The CSD Report will be used to verify the ownership percentage		

16.3.2. Pricing

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

- a) Service providers are required to submit an all-inclusive quote on an official company letterhead, using the Pricing Schedule format attached. This schedule must cover the cost breakdown for all items, as per the scope of work, and the expected deliverables for the duration of the contract. Service providers must submit price quotations that are inclusive of Value-Added Tax (VAT).
- b) The submission of the Pricing Schedule is compulsory and service providers must ensure that it is completed without changing the structure. 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 any of the specified deliverables.
- d) The quoted rates in the Pricing Schedule must be fixed and firm for the duration of the contract.

SECTION B: FUNCTIONAL REQUIREMENTS SPECIFICATIONS

1. BACKGROUND TO THE RFT

The purpose of this RFT is to appoint a suitable and qualified service provider to provide graphic design, production and printing of publications, brochures, as well as marketing and branding material for a period of three 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, production and printing services and all related work for the various publications by appointing one agency over the course of three years.
- 2.2.** To ensure that all designs during the period are coherent, consistent and co-ordinated through one team 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, production, printing 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 platforms, including printing the final product, where required. The required artwork includes, but is not limited to, reports, posters, infographics, advertisements, signage, brochures, newsletters, exhibition materials and social media content (e.g. campaign promotional content/images in file formats that include 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 comply with the corporate identity framework.
- i) Provide the direction and content needed to produce the project.
- j) Use the IRBA brand guidelines as directed (**see Annexure D**).
- k) Supply the scheduled proofs and implement the required changes and feedback received into the final design.
- l) For certain publications, the requirements will include the provision of appropriate levels of professional copywriting services, which may include the writer conducting interviews to obtain guidance on the content and editing.
- m) For certain publications, proof-reading services will be required, to ensure the minimum standards of quality that convey and are aligned to the IRBA brand and its values are achieved.
- n) Provide photography services for use of photography in the Annual Report and/or other publications.
- o) Provide print-ready files for retention by the IRBA and PDF files for digital use on social media and the web, as well as the conversion to a flip file format for web uploads.
- p) Offer quality printing services for publications, brochures, as well as marketing and branding materials, in line with the IRBA brand and values. Acceptance of the printed material will be subject to its inspection and approval by the IRBA.
- q) Implement adequate quality control measures and appropriate agency management systems, to ensure the accuracy and completeness of proofs and versions before these are resubmitted to the IRBA.
- r) Ensure that the minimum standards of quality and productivity are consistently and accurately maintained throughout the process. The IRBA reserves the right to inspect timesheets and pre-billing reports on any project, as it deems necessary.
- s) Show the ability to anticipate and manage workflow volumes, and meet the IRBA's deadlines, particularly the fixed ones set by government regulations.
- t) Provide a dedicated Account Manager to manage client relationships and expectations and co-ordinate the design team's work, to ensure a smooth workflow throughout.

- u) Note that the copyright of all publications, brochures, as well as the marketing and branding materials shall vest in the IRBA.

3.2. Deliverables

The Pricing Schedule (**Annexure B**) sets out the graphic design and printing requirements with estimates that should be the basis of the quotation, for the purposes of a comparative analysis only. The deliverables include, but are not limited to, the projects that are listed below and any other ad-hoc creative designs that may be required, depending on the IRBA's requirements over the course of the contract period.

The specific design and printing requests and/or briefs will be done as and when required, in consultation with the IRBA. 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.

No.	Deliverable	Design, Layout Specifications and the Estimated Number of Pages	Printing Requirements of the Estimated Number of Pages	Sundries	Projected Print Quantities	Frequency
1.	Annual Report	A4 full colour; 120 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook. <i>NB: This will require professional copywriting and an initial editing of the copybook.</i>	<ul style="list-style-type: none"> A4 full colour; 120 pages plus a cover. Cover: 270-300gsm gloss, with UV spot or full varnish; die cut embossing on the front cover, if appropriate to the concept. Inside pages: 170/180gsm minimum gloss paper stock. 	<ul style="list-style-type: none"> Copywriting. Photography of Board members and executives (17 in total). 10 images – sourcing and licensing. 10 infographics and tables. 	100	Annually
2.	IRBA News	A4 full colour; 40 pages, including a cover; PDF print ready; conversion to a flipbook.	<ul style="list-style-type: none"> A4 full colour; 40 pages plus a cover. Cover: 270-300gsm gloss; UV varnish on one side. Inside pages: 170/180gsm gloss paper stock. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary. 	100 per edition	Quarterly – 4 editions per year
3.	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"> A4 full colour; 52 pages plus a cover. Cover: 270-300gsm gloss; UV spot or full varnish, as required. Inside: 170/180gsm. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary. 	100	Annually

No.	Deliverable	Design, Layout Specifications and the Estimated Number of Pages	Printing Requirements of the Estimated Number of Pages	Sundries	Projected Print Quantities	Frequency
4.	RI Report	A4 full colour; 20 pages, including a cover; PDF print ready; PDF web; conversion to a flipbook.	<ul style="list-style-type: none"> A4 full colour; 20 pages plus a cover. Cover: 270-300gsm gloss; UV spot or full varnish, as required. Inside: 170/180gsm gloss. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary. 	100	Annually
5.	Enforcement Webinar Invite	A4 full colour; PDF web format; JPG/PNG format for bulk mail.	N/A	1 image – sourcing and licensing.	N/A	Annually
6.	Enforcement Webinar Social Media Event Notice	Size bespoke to X (formerly Twitter) and LinkedIn; full colour; JPG high quality.	N/A	1 image – sourcing and licensing.	N/A	Annually
7.	Education and Transformation (ET) 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"> A4 full colour; 52 pages. Cover: 270-300gsm gloss; UV spot or full varnish on one side. Inside: 170/180gsm gloss. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary 	200	Annually
8.	Accreditation Framework Consultation Paper	A4 full colour; 36 pages, including a cover; PDF print ready; conversion to a flipbook.	<ul style="list-style-type: none"> A4 full colour; 36 pages plus a cover. Cover: 270-300gsm gloss; UV spot or full varnish on one side. Inside: 170/180gsm gloss. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary 	300	Once in the 2 nd year
9.	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"> A4 full colour; 180 pages plus a cover. Cover: 270-300gsm gloss; UV spot or full varnish on one side. Inside: 170/180gsm gloss. 	<ul style="list-style-type: none"> 12 images – sourcing and licensing. 10 infographics and tables, as necessary 	300	Once in the 3 rd year
10.	Revised Competency Framework	A4 full colour; 100 pages, including a cover; PDF print ready; PDF web format.	<ul style="list-style-type: none"> A4 full colour; 100 pages plus a cover. Cover: 270-300gsm gloss; UV spot or full varnish on one side. Inside: 170/180gsm gloss. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary 	300	Once in the 1 st year
11.	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"> A3 full colour; 20 pages plus a cover; double-sided. Cover: 270-300gsm gloss; UV varnish on both sides. Inside: 170/180gsm gloss. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary 	17440	Once in the 1 st year Reprint, if required, in the 2 nd year and 3 rd year
12.	CPD Framework Brochure	A4 full colour; 28 pages; PDF print ready; PDF web format.	<ul style="list-style-type: none"> A4 full colour; 28 pages plus a cover. Cover: 270-300gsm gloss; UV spot or full varnish on one side. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 	100	Annually (<i>topics may change in the 2nd and 3rd year, due to the</i>

No.	Deliverable	Design, Layout Specifications and the Estimated Number of Pages	Printing Requirements of the Estimated Number of Pages	Sundries	Projected Print Quantities	Frequency
			<ul style="list-style-type: none"> Inside: 170/180gsm gloss. 	<ul style="list-style-type: none"> 10 infographics and tables, as necessary. 		<i>launch of a new five-year strategy)</i>
13.	Exhibition: New banners design	Pull-up banner designs x3; print ready, including the design and printing of three new concepts (sustainability, ethics, CPD)	<ul style="list-style-type: none"> Standard aluminium frame, with a carry bag; digital print to vinyl. Size: 85cm x 200cm. 	1 image – sourcing and licensing.	4 banners of each design = 12 new banners per year	Once in the 1 st year Reprint or repairs in the 2 nd and 3 rd year
14.	Exhibition – For use as media studio backdrops and banner wall stage backdrops for panel events	Design and print to fabric X-Frame 6x designs: <ul style="list-style-type: none"> Corporate logo banner. ET – ADP and Career in Audit. Trust and Accountability/Role of Auditing. Sustainability. Ethics. Innovation Day. 	<ul style="list-style-type: none"> Standard aluminium; expanding 3x3m x3 X-frames. Full colour; sublimation or DDT to fabric per x6 designs. Size: Flat 4w x 2h (297cm x 150cm). 	6 images – sourcing and licensing.	<ul style="list-style-type: none"> 3 frames 6 banners = 1 for each design 	Once in the 1 st year Reprint or repairs allowance in the 2 nd and 3 rd year
15.	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"> A4 full colour; 32 pages. Cover: 270-300gsm gloss; UV varnish on one side. Inside: 170/180gsm. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary 	300 <i>(Current roadshow estimation is 50/event, extra 50 for other stakeholders)</i>	Annually
16.	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"> A4 full colour; 38 pages. Cover: 270-300gsm gloss; UV varnish on one side. Inside: 170/180gsm. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary. Conversion to an interactive graphic version for web use. 	300 <i>(Current roadshow estimation is 50/event, extra 50 for other stakeholders)</i>	Annually
17.	PAIA Manual	A4 full colour; 56 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.	N/A	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary 	N/A	Annually
18.	AQI and PIR Launch Invite	A4 full colour; PDF web format; JPG/PNG format for bulk mail.	N/A	1 image – sourcing and licensing.	N/A	Annually

No.	Deliverable	Design, Layout Specifications and the Estimated Number of Pages	Printing Requirements of the Estimated Number of Pages	Sundries	Projected Print Quantities	Frequency
19.	AQI and PIR Social Media Event Notice	Size bespoke to X and LinkedIn; full colour; JPG high quality.	N/A	1 image – sourcing and licensing.	N/A	Annually
20.	Innovation Day Webinar Invite	A4 full colour; PDF web format; JPG/PNG format for bulk mail.	N/A	1 image – sourcing and licensing.	N/A	Annually
21.	Innovation Day Social Media Event Notice	Size bespoke to X and LinkedIn; full colour; JPG high quality.	N/A	1 image – sourcing and licensing.	N/A	Annually
22.	Innovation Day Teams Background	Size bespoke to Teams; full colour; JPG high quality.	N/A	1 image – sourcing and licensing.	N/A	Annually
23.	Quarterly Tech Outreach Webinar Invites x4	A4 full colour; PDF web format; JPG/PNG format for bulk mail; x4 versions for different topics/themes.	N/A	4 images – sourcing and licensing.	N/A	4 versions annually
24.	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.	N/A	4 images – sourcing and licensing.	N/A	4 versions annually
25.	Inspections Roadshow invite x5	A4 full colour; PDF web format; JPG/PNG format for bulk mail.	N/a	1 image – sourcing and licensing.	N/A	Annually
26.	Business Cards	100 individual business cards; business card size; full colour; double-sided; PDF print ready.	300gsm gloss; UV varnish on both sides.	N/A	100 per card = 10 000	Annually New ones in the 2 nd year and 3 rd year, as required
27.	Top Student Award Certificate	Design and print of A4 certificate; full colour; PDF print ready. Seal and embossing if required.	200gsm matt white.	N/A	500	Once in the 1 st year Reprint in the 2 nd year, as required
28.	ADP Completion Certificate	Design and print A4 certificate in full colour; PDF print ready. Seal and embossing if required.	200gsm matt white.	N/A	500	Once in the 1 st year Reprint in the 2 nd and 3 rd year, as required

No.	Deliverable	Design, Layout Specifications and the Estimated Number of Pages	Printing Requirements of the Estimated Number of Pages	Sundries	Projected Print Quantities	Frequency
29.	Certificate of Service <i>(for long serving committee members as well as staff long service awards)</i>	Design and print of A4 certificate; full colour; PDF print ready. Seal and embossing if required.	200gsm matt white.	N/A	Cost per unit	Printed on an ad-hoc basis and quantities may differ
30.	Five-year Strategy Documents	A4 full colour; 60 pages, including a cover.	<ul style="list-style-type: none"> A4 full colour; 60 pages plus a cover. Cover: 270-300gsm gloss, UV varnish on one side. Inside: 170/180gsm gloss. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary. 	100	Once in the 1 st year
31.	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"> A4; 32 pages plus a cover; landscape. Cover: 270-300gsm gloss; UV varnish on one side. Inside: 170/180gsm gloss. 	<ul style="list-style-type: none"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary. 	200	Once in the 1 st year
32.	Five-year Strategy Placemat	A4 full colour; 1 page; PDF print ready; PDF web format.	A4; double-sided; 270-300gsm gloss; UV varnish.	1 image – sourcing and licensing. 2 Infographics	100	Once in the 1 st year

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 16.1 under section A, will be deemed unacceptable and not be further evaluated in terms of functionality.

4.2. Functional 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 functional evaluation will be based on a threshold, where bids that fail to achieve an overall minimum of 75 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
1.	Experience of the company in the operation of graphic design services (company profile and list of clients)	5	10
2.	Approach and methodology that are tailored to the scope of work.	15	20
3.	Experience of the key staff in the related areas of specialisation (detailed CVs/profiles and qualifications to be attached).	15	20
4.	Experience in comparative projects performed – bidders must supply reference letters from similar projects that were completed in the past five years.	15	20
5.	Assessment of showcase portfolios of previous graphic design projects completed across the traditional graphic design mediums, such as print and online.	25	30
	Total Points	75	100

4.2.1.	Evaluation Criteria – Company Overview	Scoring Points
<p>The company overview must demonstrate experience in graphic design and printing services and also include a list of completed and current projects relevant to the delivery of the required services.</p>		<p>Maximum = 10 Minimum = 5</p>
<p>a)</p>	<p>Company Profile</p> <p>The bidder must submit a company profile that demonstrates a minimum five years' experience in graphic design and printing services, the background of the company, key management and the organisational structure.</p> <p><i>Provide the following document as evidence:</i></p> <p><i>i. Company profile.</i></p>	<p>Company profile indicates more than five years' experience in graphic design, printing services and the background of the company, key management and the organisational structure = 5</p> <p>Company profile indicates five years' experience in graphic design, printing services and the background of the company, key management and the organisational structure = 2</p> <p>Company profile has not been provided, or does not comply with the requirements of the criteria = 0</p>
<p>b)</p>	<p>Client List</p> <p>The bidder must submit a comprehensive list of contactable current and past clients that includes when the services were offered; and at least three current/past clients where graphic design and printing services are currently being provided or have been provided in the past five years from the closing date of this RFT.</p> <p><i>Provide the following document as evidence:</i></p> <p><i>i. Client list completed in accordance with Appendix A, Table 2.</i></p>	<p>The bidder submitted a client list with more than three current/past clients wherein graphic design services are currently being provided or have been provided in the past five years from the closing date of this RFT = 5</p> <p>The bidder submitted a client list with three current/past clients wherein graphic design services are currently being provided or have been provided in the past five years from the closing date of this RFT = 3</p> <p>The bidder did not provide a list of clients, or the client list provided does not comply with the requirements of the criteria = 0</p>

4.2.2.	Evaluation Criteria – Approach and Methodology	Scoring Points
<p>The bidder must provide an overview of the approach and methodology they will take to deliver the required graphic design, production and printing services.</p>		<p>Maximum = 20 Minimum = 15</p>
<p>a)</p>	<p>Approach and Methodology</p> <p>Using the example of the Annual Report specifications (No.1 on the List of Deliverables under paragraph 3.2. above), the bidder’s proposal must include a detailed project methodology and plan from the briefing stage to the final delivery, highlighting, but not limited to, the following:</p> <ul style="list-style-type: none"> i. Workflow processes for graphic design work, pre-production, production and printing services. ii. Client relations management processes, including conflict resolution and communication. iii. Logistical arrangements for the graphic design work, pre-production, production and printing services. iv. Timelines for graphic design work, pre-production, production and printing services, in accordance with the obligatory National Treasury deadlines. v. Resource allocation (responsibilities). vi. Quality control measures and oversight of the designing, pre-production, production and printing services. 	<p>Detailed bespoke methodology that takes into account all of the IRBA’s timelines, covers each of the six requirements as per the criteria = 20</p> <p>Detailed methodology covers at least four requirements, as per the criteria = 15</p> <p>Generic methodology that does not meet at least four requirements, as per the criteria, or no methodology submitted = 0</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 proof of qualifications for the following project team members:</p> <ul style="list-style-type: none"> i. Creative Director/Art Director ii. Accounts Manager iii. Senior Graphic Designers x2 <p>The bidder must also complete Appendix A.</p>		<p>Maximum = 20 Minimum = 15</p>
a)	<p>Creative Director/Art Director</p> <p>Must have a minimum of:</p> <ul style="list-style-type: none"> • 10 years' post-graduate experience in the graphic design of publications, brochures and marketing or branding materials for traditional mediums. • Diploma, or higher, in the field of graphic design in traditional mediums or equivalent. 	<p>Creative Director/Art Director has more than 10 years' relevant experience and the required qualifications or higher = 6</p> <p>Creative Director/Art Director has 10 years' relevant experience and the required qualifications = 4</p> <p>No CV and/or required qualifications provided for the Creative Director or they have less than 10 years' relevant experience = 0</p>
b)	<p>Accounts Manager</p> <p>Must have a minimum of:</p> <ul style="list-style-type: none"> • Five years' post-graduate experience managing accounts related to graphic design, production and printing services. • Diploma, or higher, in the field of commerce, marketing, sales, communications or equivalent. 	<p>Accounts Manager has more than five years' relevant experience and the required qualifications or higher = 6</p> <p>Accounts Manager has five years' relevant experience and the required qualifications = 4</p> <p>No CV and/or required qualifications provided for the Accounts Manager or they have less than five years' relevant experience = 0</p>
c)	<p>Two Senior Graphic Designers</p> <p>Each Senior Graphic Designer must have a minimum of:</p> <ul style="list-style-type: none"> • Five years' post-graduate experience in the graphic design of publications, brochures and marketing or branding materials for traditional mediums. • Diploma, or higher, in the field of graphic design in traditional mediums or equivalent. 	<p>Two Senior Graphic Designers, each with more than five years' relevant experience and the required qualifications or higher = 8</p> <p>Two Senior Graphic Designers, each with five years' relevant experience and the required qualifications = 7</p> <p>No CVs and/or required qualifications provided for two Senior Graphic Designers, or one CV provided, or one or both Senior Graphic Designers have less than the minimum five years' relevant experience = 0</p>

4.2.4.	Evaluation Criteria – References	Scoring Points
<p>Reference letters for previous similar work/projects performed are required and these must have been completed in the past five years.</p>		<p>Maximum = 20 Minimum = 15</p>
<p>a)</p>	<p>Reference Letters: The bidder must provide a minimum of two contactable reference letters for each of the following services from their clients within the public sector or corporate business on each client's official letterhead, where the services have been rendered in the past five years from the closing date of this RFT:</p> <ul style="list-style-type: none"> • Graphic design services for publications, brochures and marketing or branding materials for traditional mediums; and • Printing of publications, brochures, marketing or branding materials for traditional mediums. <p>One reference letter can include more than one service that has been provided. To be valid, each client reference letter must be signed and:</p> <ol style="list-style-type: none"> a. Clearly indicate the name of the bidder; b. Specify the services rendered; c. Specify when the services were rendered, which must be within five years of the closing date of the bid; and d. Contain the name(s) of the contact person(s) and their details (phone numbers/email addresses). <p>The IRBA reserves the right to verify the information provided.</p>	<p>Three or more positive, written and contactable client references for each of the following services rendered in the past five years, on a referee's letterhead = 20</p> <ul style="list-style-type: none"> ○ Graphic design services for publications, brochures, marketing or branding materials for traditional mediums; and ○ Printing of publications, brochures, marketing or branding materials for traditional mediums. <p>Two positive, written and contactable client references for each of the following services rendered in the past five years, on a referee's letterhead = 15</p> <ul style="list-style-type: none"> ○ Graphic design services for publications, brochures, marketing or branding materials for traditional mediums; and ○ Printing of publications, brochures, marketing or branding materials for traditional mediums. <p>One contactable client reference, or no positive, written and contactable client references, or services not rendered in the past five years for each of the following services = 0</p> <ul style="list-style-type: none"> ○ Graphic design services for publications, brochures, marketing or branding materials for traditional mediums; and ○ Printing of publications, brochures, marketing or branding materials for traditional mediums.

4.2.5.	Evaluation Criteria – Portfolio of Evidence	Scoring Points
<p>Service providers must provide a showcase portfolio, in a presentation format, of previous work across a variety of the traditional mediums, such as print and online.</p>		<p>Maximum = 30 Minimum = 25</p>
<p>a)</p>	<p>Provide a portfolio of evidence that showcases samples of works/projects done previously for clients. The bidder to provide samples of previous works 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, signage, brochures, newsletters, exhibition materials and social media content (e.g. campaign promotional content/images).</p> <p>For the purpose of this RFT, the portfolio of evidence must demonstrate the following:</p> <ol style="list-style-type: none"> i. The portfolio of evidence must include at least the following five samples of works/projects completed: <ul style="list-style-type: none"> • Annual Report; • Publications and brochures; • Newsletters; • Social media campaigns; and • Digital campaigns. ii. The portfolio of evidence should be a combination of works/projects completed across more than one client within the public sector or corporate business: iii. For each sample of works/projects, the portfolio of evidence must include a narrative with a visual showcase on how the brand was creatively executed and photographs of the final work, among others, and a brief description for each sample of the work/project completed, to support the bidder's competency and capability in executing the required services. <p>Maximum Points will be allocated as follows:</p> <ol style="list-style-type: none"> i. At least five samples of works/projects submitted = 5 ii. Quality & Professionalism = 15 iii. Creative and brand messaging = 10 	<p>Sample of works/projects submitted:</p> <p>Portfolio of evidence submitted with at least five samples of works/projects completed as per the evaluation criteria (point i) together with photographs of the final work and a narrative on how the brand was creatively executed for each sample of work/project = 5</p> <p>No portfolio of evidence submitted, or Portfolio of evidence has less than five samples of works/projects submitted, or samples of works/projects are not per the evaluation criteria (point i), or any of the five samples of works/projects submitted are without photographs of the final work and/or a narrative on how the brand was creatively executed = 0</p> <p>Quality and Professionalism:</p> <p>The five 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"> - stretching of logos or photos - uneven spacing - pixelization, low resolution or misalignment of graphical elements and images - grammatical/spelling errors = 15 <p>Care has been taken to execute a well put together portfolio of evidence, but there are one or two minor errors in the samples of works/projects submitted = 13</p> <p>There are more than five errors in the designs of the samples of works/projects submitted, or the portfolio of evidence is not at the level of professionalism and quality expected = 7</p> <p>No portfolio has been submitted = 0</p>

		<p>Creative and brand messaging</p> <p>The five samples of works/projects demonstrate designs that are modern and visually appealing, where creative elements, text and spacing is used to convey the intended message in an attractive and appealing manner, suitable for the look and feel of the brand portrayed = 10</p> <p>The five 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 = 7</p> <p>Designs of the samples of works/projects tend to be outdated or the creative messaging is poorly executed, or the messaging does not fit the brand = 3</p> <p>No portfolio has been submitted = 0</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 A: Details of the Individual Assigned Team Members

Name	Position	Qualification	Relevant Experience

Table B: Relevant Previously Completed Projects

In the table below, list a minimum of three previously completed projects or current ones (preferably, provide a detailed company profile, detailing the information mentioned below), as per the Functionality Evaluation Criteria under paragraph 3.2.1 of this RFT. It will be helpful if the projects you include showcase all the services (graphic design, production and the printing of annual reports, publications, brochures, marketing and/or branding materials) that the IRBA requires for this bid.

Project Description/Name	Client Contact Name	Client Email Address & Contact Number	Project Start Date	Project Completion Date

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 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:

- They are not employed by an audit firm and/or a network firm; and
- They do 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:

- They are not employed by an audit firm and/or a network firm, as defined in the IRBA Code of Professional Conduct for Registered Auditors.
- They do 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

- The bidder must complete the following Pricing Schedules and the attached SDB 3.2 or SBD 3.3 form.
- The price must be fixed and firm for all graphic design work and production services, and must be inclusive of the yearly increases, where applicable. To this effect, the bidder must complete the SBD 3.3. form.
- The bidder may propose either a fixed and firm pricing or a non-firm pricing for the printing works. In the event that the bidder quotes a non-firm pricing for printing works, they must also complete the SBD 3.2 form. If the bidder quotes a fixed and firm pricing for printing works, the pricing must be inclusive of the yearly increases, where applicable, and they 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**.
- All estimates quoted in the Pricing Schedules will be for evaluation purposes only and by no means a commitment from the IRBA.
- The execution of this contract will be governed by the unit price/rates quoted, unless otherwise stated.

Pricing Schedule 1: Graphic Design Works and Production

No.	Description	Design, Layout Specs and Estimated No. of Pages	Sundries (Images, infographics, conversions, etc.)	Frequency	Year 1				Year 2				Year 3				OVERALL TOTAL COST FOR THREE YEARS (Excl. VAT)
					Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	
1.	IRBA Annual Report	A4 full colour; 120 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook. <i>(This will require professional copywriting and an initial editing of the copybook.)</i>	<ul style="list-style-type: none"> • Photograph of Board members and executives (17 in total). • 10 images – sourcing and licensing. • 10 infographics and tables. 	Annually													
2.	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"> • 5 images – sourcing and licensing. • 10 infographics and tables, as necessary. 	Quarterly – 4 editions per year													
3.	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"> • 5 images – sourcing and licensing. • 10 infographics and tables, as necessary. 	Annually													
4.	RI Report	A4 full colour; 20 pages, including a cover; PDF print ready;	<ul style="list-style-type: none"> • 5 images – sourcing and licensing. 	Annually													

No.	Description	Design, Layout Specs and Estimated No. of Pages	Sundries (Images, infographics, conversions, etc.)	Frequency	Year 1				Year 2				Year 3				OVERALL TOTAL COST FOR THREE YEARS (Excl. VAT)
					Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	
		PDF web format; conversion to a flipbook.	<ul style="list-style-type: none"> 10 infographics and tables, as necessary. 														
5.	Enforcement Webinar Invite	A4 full colour; PDF web format; JPG/PNG format for bulk mail.	1 image – sourcing and licensing.	Annually													
6.	Enforcement Webinar Social Media Event Notice	Size bespoke to X and LinkedIn; full colour; JPG high quality.	1 image – sourcing and licensing.	Annually													
7.	ET 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"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary. 	Annually													
8.	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"> 5 images – sourcing and licensing. 10 infographics and tables, as necessary. 	Once in the 2 nd year													
9.	Revised Accreditation Framework	A4 full colour; 180 pages, including a cover; PDF print ready; PDF web	<ul style="list-style-type: none"> 12 images – sourcing and licensing. 10 infographic 	Once in the 3 rd year													

No.	Description	Design, Layout Specs and Estimated No. of Pages	Sundries (Images, infographics, conversions, etc.)	Frequency	Year 1				Year 2				Year 3				OVERALL TOTAL COST FOR THREE YEARS (Excl. VAT)
					Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	
		format; conversion to a flipbook.	s and tables, as necessary.														
10.	Revised Competency Framework	A4 full colour; 100 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.	<ul style="list-style-type: none"> • 5 images – sourcing and licensing. • 10 infographics and tables, as necessary. 	Once in the 1 st year													
11.	ADP Recruitment Brochure	A3 full colour; 20 pages, including a cover; double-sided roll fold or u-fold; PDF print ready; PDF web format; conversion to a flipbook.	<ul style="list-style-type: none"> • 5 images – sourcing and licensing. • 10 infographics and tables, as necessary. 	Once in the 1 st year													
12.	CPD Framework Brochure	A4 full colour; 28 pages; PDF print ready; PDF web format; conversion to a flipbook. <i>(Topics may change in the 2nd year, due to the launch of a new five-year strategy.)</i>	<ul style="list-style-type: none"> • 5 images – sourcing and licensing. • 10 infographics and tables, as necessary. 	Annually													
13.	Exhibition – New Banners Design	Pull-up banner designs x3;	1 image – sourcing and	Once in the 1 st year													

No.	Description	Design, Layout Specs and Estimated No. of Pages	Sundries (Images, infographics, conversions, etc.)	Frequency	Year 1				Year 2				Year 3				OVERALL TOTAL COST FOR THREE YEARS (Excl. VAT)
					Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	
		print ready, including three new designs (sustainability, ethics, CPD).	licensing – per design.														
14.	Exhibition – For use as Media studio backdrops and banner wall stage backdrops for panel events	Design and print to fabric X-frame 6x designs: <ul style="list-style-type: none"> • Corporate logo banner • ET – ADP and Career in Audit • Trust and Accountability/ Role of Auditing • Sustainability • Ethics • Innovation Day 	6 images – sourcing and licensing – per design.	Once in the 1 st year													
15.	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"> • 5 images – sourcing and licensing. • 10 infographics and tables, as necessary. 	Annually													
16.	AQI Report	A4 full colour; 38 pages,	<ul style="list-style-type: none"> • 5 images – sourcing 	Annually													

No.	Description	Design, Layout Specs and Estimated No. of Pages	Sundries (Images, infographics, conversions, etc.)	Frequency	Year 1				Year 2				Year 3				OVERALL TOTAL COST FOR THREE YEARS (Excl. VAT)
					Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	
		including cover; PDF print ready; PDF web format; conversion to a flipbook.	and licensing. • 10 infographics and tables, as necessary.														
17.	PAIA Manual	A4 full colour; 56 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.	• 5 images – sourcing and licensing • 10 infographics and tables, as necessary	Annually													
18.	AQI and PIR Launch Invite	A4 full colour; PDF web format; JPG/PNG format for bulk mail.	1 image – sourcing and licensing.	Annually													
19	AQI and PIR Social Media Event Notice	Size bespoke to X and LinkedIn; full colour; JPG high quality.	1 image – sourcing and licensing.	Annually													
20.	Innovation Day Webinar Invite	A4 full colour; PDF web format; JPG/PNG format for bulk mail.	1 image – sourcing and licensing.	Annually													
21.	Innovation Day Social Media Event Notice	Size bespoke to X and LinkedIn; full colour; JPG high quality.	1 image – sourcing and licensing.	Annually													

No.	Description	Design, Layout Specs and Estimated No. of Pages	Sundries (Images, infographics, conversions, etc.)	Frequency	Year 1				Year 2				Year 3				OVERALL TOTAL COST FOR THREE YEARS (Excl. VAT)
					Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	
22.	Innovation Day Teams Background	Size bespoke to Teams; full colour; JPG high quality.	1 image – sourcing and licensing.	Annually													
23.	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 – per invite.	Quarterly – 4 versions per year													
24.	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 – per notice.	Quarterly – 4 versions per year													
25.	Inspections Roadshow invite x5	A4 full colour; PDF web format; JPG/PNG format for bulk mail.	1 image – sourcing and licensing.	Annually													
26.	Business Cards	100 individual business cards; business card size; full colour; double-sided; PDF print ready.	-	Annually New ones in the 2 nd and 3 rd year, as required													

No.	Description	Design, Layout Specs and Estimated No. of Pages	Sundries (Images, infographics, conversions, etc.)	Frequency	Year 1				Year 2				Year 3				OVERALL TOTAL COST FOR THREE YEARS (Excl. VAT)
					Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	
27.	Top Student Award Certificate	Design and print of A4 certificate; full colour; PDF print ready. Seal and embossing if required.	-	Once in the 1 st year													
28.	ADP Completion Certificate	Design and print of A4 certificate; full colour; PDF print ready. Seal and embossing if required.	-	Once in the 1 st year													
29.	Certificate of Service (for long serving committee members as well as staff long service awards)	Design and print of A4 certificate; full colour; PDF print ready. Seal and embossing if required.	-	Once in the 1 st year													
30.	Five-year Strategy Documents	A4 full colour; 60 pages, including a cover; PDF print ready; PDF web format; conversion to a flipbook.	<ul style="list-style-type: none"> • 5 images – sourcing and licensing. • 10 infographics and tables, as necessary. 	Once in the 1 st year													
31.	Brand Study	A4 full colour; 24 landscape pages, including a cover; PDF	<ul style="list-style-type: none"> • 5 images – sourcing and licensing. 	Once in the 1 st year													

No.	Description	Design, Layout Specs and Estimated No. of Pages	Sundries (Images, infographics, conversions, etc.)	Frequency	Year 1				Year 2				Year 3				OVERALL TOTAL COST FOR THREE YEARS (Excl. VAT)
					Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	Estimated Hours	Rate/Hour (Excl. VAT)	Cost of Sundries (Excl. VAT)	Total Cost (Excl. VAT)	
		print ready; PDF web format; conversion to a flipbook.	• 10 infographics and tables, as necessary.														
32.	Five-year Strategy Placemat	A4 full colour; PDF web format; JPG/PNG format.	1 image – sourcing and licensing. 2 Infographics	Once in the 1 st year													
Pricing Schedule 1: Graphic Design Work and Production Total Cost for Three Years, excluding VAT																	
VAT @ 15%																	
Pricing Schedule 1: Graphic Design Work and Production Total Cost for Three Years, including VAT																	

Pricing Schedule 2: Printing Costs

No.	Description	Frequency	Quantity	Printing Requirements per Copy					Year 1 Cost (excl. VAT)	Year 2 Cost (excl. VAT)	Year 3 Cost (excl. VAT)	OVERALL TOTAL COST (excl. VAT)
				No. of Pages	Size	Texture	Colour	Binding				
1.	IRBA Annual Report	Annually	100	120 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV spot or full varnish; die cut embossing on the front cover, if appropriate to the concept. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
2.	IRBA News	Quarterly – 4 editions per year	100/edition	40 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV spot or full varnish, as required. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
3.	Enforcement Report	Annually	100	52 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV spot or full varnish, as required. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
4.	RI Report	Annually	100	20 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV spot or full varnish, as required. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				

No.	Description	Frequency	Quantity	Printing Requirements per Copy					Year 1 Cost (excl. VAT)	Year 2 Cost (excl. VAT)	Year 3 Cost (excl. VAT)	OVERALL TOTAL COST (excl. VAT)
				No. of Pages	Size	Texture	Colour	Binding				
5.	ET Annual Report	Annually	200	52 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV spot or full varnish on one side, as required. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
6.	Accreditation Framework Consultation Paper	Once in the 1 st year	300	36 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 300gsm gloss. • UV spot or full varnish on one side. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
7.	Revised Accreditation Framework	Once in the 2 nd year	300	180 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 300gsm gloss. • UV spot or full varnish on one side. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
8.	Revised Competency Framework	Once in the 1 st year	300	100 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 300gsm gloss. • UV spot or full varnish on one side. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
9.	ADP Recruitment Brochure	Once in the 1 st year Reprint in the 2 nd and 3 rd year, if required	17440	20 pages, plus a 4-page cover	A3	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV varnish on both sides. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				

No.	Description	Frequency	Quantity	Printing Requirements per Copy					Year 1 Cost (excl. VAT)	Year 2 Cost (excl. VAT)	Year 3 Cost (excl. VAT)	OVERALL TOTAL COST (excl. VAT)
				No. of Pages	Size	Texture	Colour	Binding				
10.	CPD Framework Brochure	Annually	100	28 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV spot or full varnish on one side. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
11.	Exhibition - new banners design	Once in the 1 st year Reprint or repairs allowance in the 2 nd and 3 rd year	12 banners (4 of each design)	-	85cm x 200cm	Standard aluminium frame, with a carry bag; digital print to vinyl.	Full colour	-				
12.	Exhibition – For use as media studio backdrops and banner wall stage backdrops for panel events	Once in the 1 st year Reprint or repairs allowance in the 2 nd and 3 rd year	<ul style="list-style-type: none"> • 3 frames • 6 banners (1 for each design) 	-	Flat 4w x 2h (297cm x 150cm)	<ul style="list-style-type: none"> • Standard aluminium expanding 3x3m x3 X-frames. • Full colour sublimation or DDT to fabric per x6 designs. 	Full colour	-				
13.	Public Inspections Report	Annually	300 <i>(Current roadshow estimate is 50/event, extra 50 for other stakeholders)</i>	32 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV varnish on one side. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				

No.	Description	Frequency	Quantity	Printing Requirements per Copy					Year 1 Cost (excl. VAT)	Year 2 Cost (excl. VAT)	Year 3 Cost (excl. VAT)	OVERALL TOTAL COST (excl. VAT)
				No. of Pages	Size	Texture	Colour	Binding				
14.	AQI Report	Annually	300 <i>(Current roadshow estimation is 50/event, extra 50 for other stakeholders)</i>	38 pages, plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV varnish on one side. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
15.	Business Cards	Annually New ones in the 2 nd and 3 rd year, as required	100 per card Total 10 000		Generic	<ul style="list-style-type: none"> • 300gsm gloss. • UV varnish on both sides. 	Full colour					
16.	Top Student Award Certificate	Once in the 1 st year Reprint in the 2 nd year and 3 rd , as required	500	1 page	A4	200gsm matt white. Die cut and embossing.	Full colour					
17.	ADP Completion Certificate	Once in the 1 st year Reprint in the 2 nd and 3 rd year, as required	500	1 page	A4	200gsm matt white. Die cut and embossing.	Full colour					
18.	Certificate of Service <i>(for</i>	Printed on an ad-hoc	Cost per unit for each year	1 page	A4	200gsm matt white. Die cut and embossing.	Full colour					

No.	Description	Frequency	Quantity	Printing Requirements per Copy					Year 1 Cost (excl. VAT)	Year 2 Cost (excl. VAT)	Year 3 Cost (excl. VAT)	OVERALL TOTAL COST (excl. VAT)
				No. of Pages	Size	Texture	Colour	Binding				
	<i>long serving committee members as well as staff long service awards)</i>	basis and quantities may differ										
19.	Five-year Strategy Documents	Once in the 1 st year	100	60 pages plus a 4-page cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV varnish on one side. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
20.	Brand Study	Once in the 1 st year	200	32 pages plus a 4-page cover	A4; landscape	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV varnish on one side. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
21.	Five-year Strategy Placemat	Once in the 1 st year	100	1 page	A4	<ul style="list-style-type: none"> • 270-300gsm gloss • UV varnish one side 	Full colour					
22.	General – Newsletter	Annually	100	20 pages plus a cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss • UV spot or full varnish on one side. Inside pages: 170/180gsm gloss.	Full colour	Stitch, staple-bound or book-bound, as recommended by the bidder.				
23.	General – Brochure	Annually	100	20 pages plus a cover	A4	Cover: <ul style="list-style-type: none"> • 270-300gsm gloss. • UV spot or full varnish on one side. Inside pages:	Full colour	Stitch, staple-bound or book-bound, as				

No.	Description	Frequency	Quantity	Printing Requirements per Copy					Year 1 Cost (excl. VAT)	Year 2 Cost (excl. VAT)	Year 3 Cost (excl. VAT)	OVERALL TOTAL COST (excl. VAT)
				No. of Pages	Size	Texture	Colour	Binding				
						170/180gsm gloss.		recommended by the bidder.				
Pricing Schedule 2: Printing Cost for Three Years, excluding VAT												
VAT @ 15%												
Pricing Schedule 2: Printing Cost for Three Years, including VAT												

Pricing Schedule 3: Ad-hoc Graphic Design and Production Projects

No.	Description	Year 1			Year 2			Year 3			TOTAL COST FOR THREE YEARS (excl. VAT)	VAT	OVERALL TOTAL COST FOR THREE YEARS (incl. VAT)
		Estimated Hours	Rate/Hour (excl. VAT)	Total Cost (excl. VAT)	Estimated Hours	Rate/Hour (excl. VAT)	Total Cost (excl. VAT)	Estimated Hours	Rate/Hour (excl. VAT)	Total Cost (excl. VAT)			
1.	Total Cost for Ad-hoc Projects	200			200			200					

Summary of the Overall Total Bid Price

Pricing Schedule	Total Cost for Three Years, excl. VAT
Pricing Schedule 1: Graphic Design Work and Production	
Pricing Schedule 2: Printing Costs	
Pricing Schedule 3: Ad-hoc Graphic Design and Production Projects	
TOTAL BID COST, excl. VAT	
VAT @ 15%	
TOTAL BID COST, incl. VAT	

The execution of this contract will be governed by the rate per hour/unit cost quoted and the actual hours/cost 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/popii-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.