



## STATE DIAMOND TRADER

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Email: [quotation@statediamondtrader.gov.za](mailto:quotation@statediamondtrader.gov.za)

OR Tambo International Airport Special Economic Zone Precinct 1, Cnr  
Bonaero Drive and Elgin Road, ACSA Precinct, 1619

### SPECIFICATION

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#### SERVICE PROVIDER TO PROVIDE EDITING, LAYOUT, AND DESIGNING OF THE 2024/25 ANNUAL REPORT

#### 1. INTRODUCTION

The State Diamond Trader seeks to appoint a service provider to provide editing, layout, and designing of the 2024/25 Annual Report.

#### 2. Background

The State Diamond Trader is a state-owned entity established in terms of section 14 of the diamonds act, 56 of 1986 as amended ("the act"). It is classified as a schedule 3B entity of the Public Finance Management Act (PFMA).

The office is situated in **OR Tambo International Airport Special Economic Zone Precinct 1, Cnr Bonaero Drive and Elgin Road, ACSA Precinct, 1619**

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Mr Abbey Chikane (**Chairperson**), Mr. Ernest Blom, Ms. Komathie Kisten Govender, Adv. Mpati Lebakeng, Dr. Olga Masekoa, Ms. Hellen Diatile, Mr. Johan Du Toit Böning (Alternate), Mr. Thapelo Malekutu (Alternate), Ms. Adele Rossouw, Mr. Jacques Hugo, Ms. Danile Nyakale, Mr. Lefu Dlamini (Alternate), Mr. Cecil Khosa (ex officio), Ms. Nosiphiwo Mzamo (Chief Executive Officer), Mr Sihle Mhlangu (Company Secretary)

<b>Unit requesting goods/services</b>	Marketing and Communications
<b>Number of service providers required</b>	1 service provider – Editing, layout, and designing of the 2024/25 Annual Report
<b>Functional evaluation criteria</b>	<p><b>Service Provider</b></p> <p>The service providers must meet the following criteria:</p> <p><b>Must have 5 years' experience in Annual Report editing and layout and design</b></p> <p>The functionality evaluation score shall be</p> <ul style="list-style-type: none"> <li>• 50 = more than 5 years' experience,</li> <li>• 30 = 5 years' experience</li> <li>• 0 = experience below 3 years or failure to submit proof of experience. <b>(Proof attached must be detailed company profile)</b></li> </ul> <p><b>Must have edited and designed (3) three publications of State-owned Entities in the last 12 months (Reference letters with telephone no, on company letterhead to be attached as proof).</b></p> <p>The functionality evaluation score shall be</p> <ul style="list-style-type: none"> <li>• 30 = last 6 months,</li> <li>• 15 = last 12 months,</li> <li>• and 0 = more than 12 months or failure to submit proof.</li> </ul> <p>CV and certified copies of qualifications <b>(Not older than six months)</b> of the editor (Qualifications in English/creative writing/or related qualification) and Graphic designer (Qualifications in Graphic Design and proof of work</p>

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	<p>done on the producing infographics from provided content) required as proof.</p> <ul style="list-style-type: none"><li>• Diploma =20</li><li>• Higher Certificate =10</li><li>• No qualifications =0</li></ul> <p><b>Minimum Threshold =70 Points</b> <b>Total=100 Points</b></p>
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<b>Description of goods or services</b>	<p><b>Number of pages</b> 100 pages (including cover)</p> <p><b>Required quantity for print</b> 100 copies</p> <p><b>Paper quality - Cover Pages</b> 350 gsm, Gloss Art, White</p> <p><b>Finishing - Cover</b> Matt Laminated single-sided with Spot Gloss Varnish</p> <p><b>Paper quality - Inner pages</b> 128-gram, Gloss White</p> <p><b>Binding:</b> Perfect binding thread sewn cover drawn on (glue &amp; stitched)</p> <p><b>PDF File for Website Formatting details:</b> PDF Print and PDF Interactive, the document must be saved at 80dpi and the file size should not be more than 3000 kb and should “optimize” for fast web view and in an e-book format.</p> <p><b>Number of pages</b> 100 pages (including cover)</p> <p><b>Required quantity for print</b> 100 copies</p> <p><b>Paper quality - Cover Pages</b> 350 gsm, Gloss Art, White</p> <p><b>Finishing - Cover</b> Matt Laminated single-sided with Spot Gloss Varnish</p> <p><b>Paper quality - Inner pages</b></p>
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	<p>128-gram, Gloss White</p> <p><b>Binding:</b></p> <p>Perfect binding thread sewn cover drawn on (glue &amp; stitched)</p> <p><b>CD Production quantity:</b></p> <p>1 Standard-size PDF file on branded CD resembling the “look and feel of the cover of a printed document with a transparent plastic sleeve.</p> <p><b>PDF File for Website Formatting details:</b></p> <p>PDF Print and PDF Interactive, the document must be saved at 80dpi and the file size should not be more than 3000 kb and should “optimize” for fast web view and in an e-book format.</p> <p><b>PowerPoint presentation</b></p> <p>The services of a PowerPoint presentation with the same look and feel as the Annual Report. Which include infographics pictures and a summary of the Annual Report. A presentation should be of high quality with the correct interpretation. Should be submitted after the finalization of the Annual Report.</p> <p><b>PROJECT OUTPUT AND / OR OUTCOMES</b></p> <p>The service provider will be expected to deliver to the SDT;</p> <ul style="list-style-type: none"> <li>- Printed cutting-edge Annual Report publication with a brilliant layout &amp; design, spelling, and grammatical error-free as per the scope of work above.</li> <li>- Updated Annual Report on a Word document.</li> <li>- The publication produced in adherence with the SDT corporate identity, with the correct logo and images.</li> <li>- A PowerPoint presentation with correct interpretation of the content, with graphs and pie chart which the service provider will have to come up with from the content provided including financial section.</li> </ul>
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### 3. Roles and Responsibilities of the entity

- (i) The SDT will be responsible for the payment within 15 days of invoicing after service has been successfully rendered.

### 4. VALUATION METHODOLOGY / CRITERIA Compliance review:

- (i) Each submission is checked for compliance.
- (ii) The following documentation is required.

Compliance Criteria
SBD 4
SBD 6.1
CSD report

### 5. PRICING

- (i) Cost must be VAT inclusive and quoted in South African Rand
- (ii) Quotations will be evaluated on price and specific goals on the SBD 6.1.

### 6. Closing date for submission of quotation 12 MAY 2025: 16h00.

#### Enquiries Contacts:

SCM enquiries

Tel:010-003-0310 /+27(10) 476 9327

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