



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

*Ensuring protection of your personal information
and effective access to information*

54 Maxwell Drive, Old General Motors
Building, Woodmead.
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SPECIFICATION

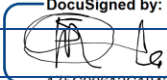
PROVISION OF MEDIA PRODUCTION SERVICES FOR THE INFORMATION REGULATOR'S MARKETING COLLATERAL FOR THE 2025/26 FINANCIAL YEAR.

Name of Directorate		Information Regulator
Contact Number		010 023 5200
Date of Specification		28 August 2025
Compulsory Briefing Session		<p>Date:15 October 2025</p> <p>Time: 10:00 am</p> <p>MS Teams Link:</p> <p>Meeting ID: 313 556 988 562 6</p> <p>Passcode: NN66g5Wd</p>
Closing Date		17 October 2025 @ 17:00 pm
Venue for delivery of goods / services		54 Maxwell Drive, Old General Motors Building, Woodmead, Johannesburg.
Responses should strictly be submitted through E-mail		scm@infoRegulator.org.za
Contact Person		Lesego Korae / Phindulo Maphangula / Kido Lofafa / Milton Gasa
SPECIFICATION: PROVISION OF MEDIA PRODUCTION SERVICES FOR THE INFORMATION REGULATOR’S MARKETING COLLATERAL FOR THE 2025/26 FINANCIAL YEAR.		
Specification	Duration	Description

<p>PROVISION OF MEDIA PRODUCTION SERVICES FOR THE INFORMATION REGULATOR’S MARKETING COLLATERAL FOR THE 2025/26 FINANCIAL YEAR.</p>	<p>9 months</p>	<p>Scope of Services</p> <p>Production, printing, layout and design of various materials and promotional items for the Regulator:</p> <ul style="list-style-type: none">- Design and printing of 200 A4 (110 pager) Annual Report- Design and printing of 200 A4 (80 pager) Annual Performance Plan- Design and layout of 2 (80 pager) A4 Training Manuals- Design and layout of 1 (60 pager) A5 Booklet- Design and printing of 100 copies of a 6pager Peoples reports (A5)- Design of 200 digital posters- Design and layout of 10 infographics- Design and layout of 10flyers/services posters- Design and layout of 5 event promotional items packs.- 2 PowerPoint (100 pager) PowerPoint presentation templates- 2 PowerPoint (50 pager) PowerPoint presentation templates
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		<ul style="list-style-type: none"> - Production of 12 short videos with sign language interpreter (<5 minutes)
		Deliverables <ul style="list-style-type: none"> - High-quality, print-ready, edited files in various formats (PDF, PNG, JPEG, AI, PSD, Premier Pro etc.) - Editable source files for future modifications - Designs that adhere to the organisation's corporate identity guidelines - Creative concepts and mock-ups for approval before finalisation - Licenced stock images.
		Requirements: <ul style="list-style-type: none"> - Experience in corporate and public sector design projects. - Proficiency in industry-standard design software, including Adobe Creative Suite. - Ability to manage and deliver multiple projects simultaneously. - Relevant and recognised qualifications in graphic design for team members responsible for design work. - A minimum of three company reference letters from reputable organisations where design and layout services were provided. These references should detail the specific services and deliverables relevant to the project requirements, including at least three relevant products done for each organisation within the past three years. - In addition, a strong portfolio showcasing a minimum of 5 videos produced and 10 previously published graphic designed projects (with at least 3 strategic documents [eg annual report], digital posters and brochures etc.
		Evaluation Criteria <p><i>Proposals will be evaluated based on:</i></p> <ul style="list-style-type: none"> - Portfolio quality and relevance - Experience and expertise in similar projects - Cost-effectiveness and value for money - Ability to maintain quality standards - Recent company reference letters detailing scope of relevant work done - Qualifications and experience of the team - Company profile

3. Additional Information

Description	Details
Required Documents for Quotation	1. Tax Clearance Certificate
	2. Original certified BBBEE Certificate/Affidavit
	3. Most recent CSD registration report
	4. Certificate of Compliance
	5. Quotations valid for two (2) months
	6. Delivery period
Non-compliance	Bids not in compliance or received after the closing date
Specification signed-off	
Initials and Surname:	MR M. DIMBA
<div><div>DocuSigned by:</div><div>175C90612C18429...</div></div>	Executive: Education and Communication
	Date: 23-May-2025 14:24 SAST