



INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information
and effective access to information

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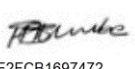
SPECIFICATION

Name of Directorate		Information Regulator
Contact Number		010 023 5200
Date of Specification		07 September 2026
Closing date		14 September 2026
Venue for delivery of goods / services		54 Maxwell Drive, Woodmead, Johannesburg 2191
Responses should strictly be via E-mail		SCM@infoeregulator.org.za
Contact Person		Lesego Korae / Phindulo Maphangula / Kerryn Mashaba / Milton Gasa
APPOINTMENT OF A SERVICE PROVIDER FOR LAYOUT AND DESIGN SERVICES FOR THE PEOPLE'S REPORT 2025/26, END TERM REPORT, ANNUAL REPORT 2025/26 AND ANNUAL PERFORMANCE PLAN 2026/27, AND DESIGN OF 24 SOCIAL MEDIA POSTERS		
Specification to be supplied	Quantity	Description
1. Annual Report 2025/26 (A4, approximately 130 pages)	1	• Design & Layout: Full creative design and layout of an approximately 130-page A4 Annual Report, including covers, contents, section dividers, text, tables, charts, graphs, photographs, infographics, pull quotes and other visual elements. • InDesign Styles: Use structured paragraph and character styles to ensure consistency and enable automatic generation and updating of the Table of Contents and other navigational elements. • Corporate Identity: Comply fully with the Information Regulator's Corporate Identity Manual and ensure a professional, accessible and consistent design throughout. • Cover Concepts: Develop two (2) distinct cover concepts for selection by the Information Regulator. • Deliverables: Print-ready PDF; complete editable Adobe InDesign source files, including linked assets and styles; and one printed copy with a 250 gsm UV-varnished cover and perfect binding.

2. End Term Report (A4, approximately 60 pages)	1	• Design & Layout: Full creative design and layout of an approximately 60-page A4 End Term Report, including covers, contents, section dividers, text, tables, charts, graphs, photographs, infographics, pull quotes and other visual elements. • InDesign Styles: Use structured paragraph and character styles to ensure consistency and enable automatic generation and updating of the Table of Contents and other navigational elements. • Corporate Identity: Comply fully with the Information Regulator's Corporate Identity Manual and ensure a professional, accessible and consistent design throughout. • Cover Concepts: Develop two (2) distinct cover concepts for selection by the Information Regulator. • Deliverables: Print-ready PDF; complete editable Adobe InDesign source files, including linked assets and styles; and one printed copy with a 250 gsm UV-varnished cover and perfect binding.
3. Annual Performance Plan 2026/27 (A4,	1	• Design & Layout: Full creative design and layout of an approximately 90-page A4 Annual Report, including covers, contents, section dividers, text, tables, charts, graphs, photographs, infographics, pull quotes and other visual elements. • InDesign Styles: Use structured paragraph and character styles to ensure consistency and enable automatic generation and updating of the Table of Contents and other navigational elements. • Corporate Identity: Comply fully with the Information Regulator's Corporate Identity Manual and ensure a professional, accessible and consistent design throughout. • Cover Concepts: Develop two (2) distinct cover concepts for selection by the Information Regulator. • Deliverables: Print-ready PDF; complete editable Adobe InDesign source files, including linked assets and styles; and one printed copy with a 250 gsm UV-varnished cover and perfect binding.
6-panel Z-fold (accordion-style) People's Report	4500	• Quantity: 4,500 copies. • Design & Layout: Creative design and layout of a concise 6-panel A5 Z-fold (accordion-style) People's Report, incorporating approved text, key highlights, infographics, statistics, imagery and other visual elements. • InDesign Styles: Use appropriate Adobe InDesign styles to ensure consistent formatting and facilitate future editing. • Corporate Identity: Comply fully with the Information Regulator's Corporate Identity Manual. • Printing: Full-colour CMYK printing throughout on high-quality art paper. • Finishing: Accurate scoring and folding with a professional finish. • Paper: 250 gsm or higher gloss or matte art paper, suitable for folding without cracking. • Deliverables: Final print-ready artwork and complete editable Adobe InDesign source files, including linked assets and styles, and 4,500 printed copies.
Digital Social Media Posters (24 designs)	24	• Quantity: 24 digital posters. • Design & Layout: Creative design of 24 digital posters based on content supplied and approved by the Information Regulator, developed in portrait format for Reels and square format for social media posts • Digital Optimisation: Optimised for the Regulator's official social media platforms, ensuring clear messaging, readability and appropriate use of imagery and graphics.

		• Corporate Identity: Comply fully with the Information Regulator's Corporate Identity Manual and maintain consistent branding across all posters. • Deliverables: High-resolution digital artwork in Adobe InDesign and/or Illustrator, including complete editable/source files.
Deliverables The appointed service provider shall be responsible for the design, layout, proofing and printing of all specified materials in accordance with the Information Regulator's Corporate Identity Manual and applicable technical specifications. Design & Production • All publications and printed materials must be designed and laid out using Adobe InDesign. • Social media posters may be designed using Adobe InDesign, Adobe Illustrator or Adobe Photoshop, as appropriate to the required format and output. • Submission of printer's proofs representative of the final output for approval prior to printing. • Submission of complete editable/source files, including linked fonts, images and graphics, for institutional archiving and future adaptation. • Artwork must meet professional print production standards, including correct bleeds, margins and trim marks. All stock images, icons and graphic elements must be legally licensed for commercial and print use and sourced from reputable platforms.		
Service Provider Requirements Demonstrate the technical capacity, relevant experience and creative capability to deliver high-quality corporate publications and promotional materials. • Portfolio: Organisational (not individual) portfolio demonstrating creative and technical capability, including at least three (3) previously published strategic documents, such as Annual Reports, Annual Performance Plans or similar corporate publications with 3 reference letters from reputable organisations confirming delivery of design and layout services within the past 3 years. Each letter must detail the specific services and deliverables and be supported by verifiable portfolio items as outlined above. <i>Service Providers by responding to the RFQ agree to the processing of their Personal Information in accordance with POPIA.</i>		

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. Signed and filled in SBD 4 and SBD 6.1
	5. Information Officers Certificate available on the Regulators website
	6. Quotations should include a validity period
	7. Delivery period
Non-compliance	Bids not in compliance or received after the closing date
Specification signed-off	
Initials and Surname:	MS. H. SHELEMBE ACTING EXECUTIVE: EDUCATION AND COMMUNICATION
Signature	DocuSigned by:  554E2FCB1697472...
Date	31-Aug-2026 19:41 SAST