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## APPOINTMENT OF A SUPPLIER TO DESIGN AND PRINT THE CEF INTEGRATED ANNUAL REPORT & FINANCIAL STATEMENTS FOR THREE FINANCIAL YEARS (2026 – 2029)

### 1. INTRODUCTION

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company, which manages six subsidiaries namely, AEMFC, iGAS, PASA, PetroSA, SFF & SANPC falls under the auspices of the Department of Mineral Resources & Petroleum (DMRP). For more information you can visit [www.cefgroup.co.za](http://www.cefgroup.co.za)

### 2. BACKGROUND

CEF SoC seeks to appoint a reputable service provider with a solid track record to design, edit and print its Integrated Annual Reports (IAR) and Annual Financial Statements (AFS) for the financial years. The successful service provider will have to edit the draft copy, design and typeset the edited copy as well as produce printed and bound publications according to the required specification by the 31<sup>st</sup> August of each year.

### 3. OBJECTIVES

The objectives for this assignment for three financial years are to:

- **Design and layout of a 'glossy' Integrated Annual Report (IAR) and two volumes of Financial statements (AFS)** taking into account the specified theme and the CEF corporate identity guidelines.
- **Editing and proof-reading** of the content to ensure consistency of language style and appropriate use of language.
- **Packaging, printing and production** – including use of the specified paper; managing and taking accountability of the printing process as well as delivery of the IAR and AFS; the formatting and packaging of the report for electronic and physical delivery to the CEF office.

### 4. SCOPE OF SERVICES

A service provider is required to implement the following:

#### 4.1. Design and Typesetting of the Integrated Annual Report

- Submit at least three (3) alternate cover designs for the IAR
- Format of the publication – A4
- Illustrative images to be provided by CEF and sourced by the agency
- Design and re-create the graphics (graphs, tables and diagrams)
- The corporate identity manual and IDC logo will be supplied by the CEF.
- Extent – 4 pp glossy cover and 300 inside pages

#### 4.2. Design and Typesetting of the Annual Financial Statements

- Submit at least three (3) alternate cover designs for the AFS
- Format of the publication – A4
- Illustrative images to be provided by CEF and sourced by the agency

- Design and re-create the graphics (graphs, tables and diagrams)
- The corporate identity manual and IDC logo will be supplied by the CEF.
- Extent – 4pp cover and 600 inside pages x 2 volumes

### 4.3 Content

The content will be supplied by CEF. The successful bidder will be expected to thoroughly edit and proofread all the content provided. CEF will be responsible for the final sign-off of the document. A soft copy will be provided to CEF for final approval.

**NB:** Bidders must factor in fourteen (15) drafts and one (1) final document for all three (3) publications per financial year.

### 4.4 Printing of Hardcopies

The following are the specifications for the **Integrated Report:**

- **Cover:** 4pp cover, Printed Litho - 4 Process colours both sides on Hi-Q Titan Matt, 250gsm, White Leaves
- **Inside pages:** 296pp Text, Printed Indigo - CMYK both sides on Coated-Matt, 148gsm, White Gloss Laminate & Gold foil 150x150mm one side scored
- **Size:** A4 Portrait/landscape (depends on design)
- **Binding:** PUR Bound (D) Trim to Size – Books
- **Quantity:** 20 hard copies in one batch

The following are the specifications for the **Financial Statements:**

- **Cover:** 4pp cover 250gsm full colour – 1 side Gloss laminate
- **Inside Pages:** 600pp text (each) - 1 colour black
- **Size:** A4 Portrait/landscape (depends on design)
- **Binding:** 90gsm Perfect Bound
- **Quantity:** 20 hard copies per volume (altogether 40 copies).

**Note:** Digital/Electronic PDF format of the three publications will have to be submitted for the CEF website and other online platforms. CEF reserves the right to request the bidder to either reduce or increase the number of hard copies.

### 4.5 Shareholder/National Treasury Reporting

The bidder is expected to factor in-house production/printing of 10 hard copies and one digital copy of the draft Integrated Report for submission to the company shareholder upon CEF's request.

### 4.6 Project Timeline

The project is expected to start in May and completed (printed and delivered) by 31 July of each annual year. This is in relation to the CEF financial year end which ends 31 March and the tabling of the report in Parliament by August.

**Note:** The bidder may be expected to work overtime to factor in unforeseen circumstances associated with reporting at a group level. Approval of such will have to be granted by CEF.

### 4.7 Delivery of Printed Reports

The printed and bound documents to be delivered to CEF House in Sandton, Johannesburg.

## 5. MANDATORY REQUIREMENTS

NO	ENERGY SECTOR EXPERIENCE	COMPLY	NOT COMPLY
01.	The bidder must provide three (3) samples of work completed for public or private companies within energy sector. The samples can be provided as an attachment of a PDF document.		
<b>COMMENTS:</b>			

## 6. TECHNICAL EVALUATION CRITERIA

TECHNICAL INFORMATION	SCORING	PROOF	WEIGHTING
<b>BIDDER/COMPANY EXPERIENCE</b>		Detailed relevant experience as per scope	<b>20%</b>
Through their company profile, the bidder is required to demonstrate at least 10 years relevant experience in the design, layout, editing, proofreading and printing of a IAR and AFS.			
10+ years' relevant experience	5		
6 to 9 years' relevant experience	3		
2 to 5 years' relevant experience	1		
Less than 1 year's relevant experience	0		
<b>REFERENCE LETTERS</b>		Detailed relevant experience as per scope	<b>10%</b>
The bidder must provide five (5) relevant contactable references where they have done IAR & AFS in the past six years (2020 – 2026). The reference letter should be on the company letterhead, dated and signed.			
NB: Ref letters with no date, signature or not on company letterhead with not be acknowledged.			
Five (5) or more ref letters within the required timeline, with all 3 pre-requisites	5		
Four (4) ref letters within the required timeline, with all 3 pre-requisites	3		
Three (3) ref letters within the required timeline, with all 3 pre-requisites	1		
Two (2) or less ref letters within the required timeline, with all 3 pre-requisites. Or no ref letters	0		

<p><b>PROJECT TEAM LEAD STRUCTURE</b></p> <p>The bidder's proposed design and layout project lead must demonstrate a track record / experience in designing integrated reports &amp; financial statements. The bidder must submit, as part of its proposal, the professional profiles/CV of project team lead member highlighting qualifications and expertise/experience relevant to the scope of services.</p>		<p>Structure of the project team &amp; their short summaries of qualifications &amp; experience</p>	<p><b>20%</b></p>
<p>Project team lead indicating relevant qualifications and experience in design and layout of 10+ years'</p>	<p>5</p>		
<p>Project team lead indicating relevant qualifications and experience in design and layout 6 to 9 years</p>	<p>3</p>		
<p>Project team lead indicating relevant qualifications and experience in design and layout of 2 to 5 years</p>	<p>1</p>		
<p>Below one year experience or no relevant experience in design and layout</p>	<p>0</p>		

<p><b>PROJECT TEAM EXPERIENCE</b></p> <p>The bidder's proposed design and layout team must demonstrate a track record / experience in designing integrated reports &amp; financial statements. The bidder must submit, as part of its proposal, the professional profiles/CVs of all project team members highlighting qualifications and expertise/experience relevant to the scope of services.</p>		<p>Structure of the project team &amp; their short summaries of qualifications &amp; experience</p>	<p><b>25%</b></p>
<p>Project team indicating relevant qualifications and experience in design and layout of an average of 10+ years'</p>	<p>5</p>		
<p>Project team indicating relevant qualifications and experience in design and layout of an average of 6 to 9 years</p>	<p>3</p>		
<p>Project team indicating relevant qualifications and experience in design and layout of an average of 2 to 5 years</p>	<p>1</p>		
<p>Below one year experience or no relevant experience in design and layout</p>	<p>0</p>		

<p><b>PROJECT PLAN</b></p> <p>The bidder must demonstrate their understanding of the objectives and deliverables of this project through a high-level project plan/methodology.</p> <p>The project plan should clearly state how the bidder plans to coordinate the project from design to printing with clear indications of:</p> <ol style="list-style-type: none"> <li>1. Project Scope and Schedule,</li> <li>2. Risk Identification and Assessment</li> <li>3. Mitigation plan for the risks highlighted</li> </ol>		Project Plan with key deliverables & timeframes	<b>25%</b>
Provision of a high-level detailed project plan with all 3 pre-requisites	5		
Provision of a mid-level detailed project plan with 2 pre-requisites	3		
Provision of sparse project plan with 1 pre-requisite	1		
No provision of project plan or plan with not clearly indicating pre-requisites	0		

## 7. COMMERCIAL EVALUATION

CEF (SOC) Ltd will utilise the following formula in its evaluation of Price offers:

[Weighted score 80 points]

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

Specific goals / Preference Points Claim

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
<b>TOTAL SCORE:</b>	<b>100</b>

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
<b>Total</b>	<b>20</b>

- Tenders must submit their B\_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.
- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## 8. PRICING SCHEDULE

The bidder will have to give a total projected cost for the list of services noted as per below pricing schedule:

Item	No of Resources	Quantity / Hours	Unit Cost	Total Amount
<b>Glossy Integrated Annual Report</b>				
Production - Concept & Development	1			
Design, Typesetting & Layout of 300 pages & Cover	1			
Editing & Proofreading	1			
Illustrative elements such as stock pics	N/A			
Printing Production of 20 hard copies x 300 pages <i>4pp cover printed on Triple Green 250gsm full colour both sides and Spot UV, gloss laminated one side only, 300pp text printed full colour throughout on Triple Green 150gsm, folded, trimmed and perfect bound</i>				
<b>Annual Financial Statements – volume 1</b>				
Production - Concept & Development	1			
Design of cover, Typesetting & Layout - 600 pages	1			
Editing & Proofreading - 600 pages	1			
Printing Production of 20 copies x 600 pages: <i>4pg Cover 250gsm full colour – 1 side Gloss laminate – 600pp text – 1 colour black – 90gsm Perfect Bound</i>	N/A			
<b>Annual Financial Statements – volume 2</b>				
Production - Concept & Development	1			
Design of cover, Typesetting & Layout - 600 pages	1			

Editing & Proofreading - 600 pages	1			
Printing Production of 20 copies x 600 pages: 4pg Cover 250gsm full colour – 1 side Gloss laminate - 600pg text) - 1 colour black - 90gsm Perfect Bound	N/A			
<b>Disbursement Costs</b>				
Delivery of hard copies to CEF House, Sandton	1			
Overtime (cost per hour)	3			
	<b>Total</b>			
	<b>VAT</b>			
	<b>Grand Total</b>			

## 9. ADHOC SERVICES

Item	No of Resources	Quantity / Hours	Unit Cost	Total
2026/2027 Total Annual Escalation fee	3			
2027/2028 Total Annual Escalation fee	3			
Overtime charges (rate per hour)	3			

## 10. SUMMARY OF COSTS

Item	Total Cost
2025-2026 IAR Production & Printing of 20 copies x 300 pages	
2025-2026 AFS (vol 1&2) Production & Printing of 20 copies (600pp per vol)	
2026-2027 IAR Production & Printing of 20 copies x 300 pages	
2026-2027 AFS (vol 1&2) Production & Printing of 20 copies (600pp per vol)	
2027-2028 IAR Production & Printing of 20 copies x 300 pages	
2027-2028 AFS (vol 1&2) Production & Printing of 20 copies (600pp per vol)	
<b>Grand Total (Excl. VAT)</b>	

**NB:** All prices must be quoted in South African Rand (ZAR). The rates quoted should be firm for the full period of the three-year contract. The escalation fee percentage should be without the VAT amount. VAT will be added during invoicing stage.