

REQUEST FOR QUOTATION

(RFQ Reference Number- GDSOTAR2025)

Request for Quotation (RFQ): APPOINTMENT OF GRAPHIC DESIGNER/LAYOUT AND PRINTING SERVICES FOR THE STATE OF TRANSFORMATION ANNUAL REPORT

OPENING DATE: WEDNESDAY, 07 OCTOBER 2026

CLOSING DATE: WEDNESDAY, 14 OCTOBER 2026

TIME: 16h00

Request for Quotation ("RFQ"): Appointment of a Graphic Designer for the State of Transformation Annual Report

1. Background

The Financial Sector Transformation Council ("FSTC") is a non-profit organisation mandated in accordance with the Financial Sector Code ("FS Code"), gazetted under Section 9 (1) of the Broad-Based Black Economic Empowerment ("B-BBEE") Act 53 of 2003 as amended by Act 46 of 2013, to drive and measure transformation within the financial services sector of South Africa. In line with its twin pillar mandate, the FSTC reports on transformation within the sector through the State of Transformation Annual Report ("SoTAR"). To ensure its research and findings are communicated effectively, the FSTC requires professional visual communication, digital publication and creative layout services that align strictly with its corporate identity.

2. Objective of the Assignment

The FSTC seeks to appoint a qualified and experienced service provider to provide professional graphic design, layout, visual communication, print-ready artwork, web-ready files, sourced images, PowerPoint template development, and printing and delivery of 100 copies of the SoTAR. The service provider must be able to produce a professional, modern, and visually engaging publication that communicates the FSTC's research, transformation trends, findings, achievements, and key messages in line with the FSTC corporate identity. Delivery must be completed within a 3-week timeframe from contract award and date of fully executed Service Level Agreement, subject to the timely provision of approved content by the FSTC.

3. Scope of Work

The appointed service provider is required to deliver a comprehensive, end-to-end design-to-delivery workflow encompassing the full process from design through to final delivery, structured as follows:

4. Technical Printing Specifications

Quantity: 100 Books Printing: Full Colour (CMYK) Pages: 100(excl. front and back cover)

Size	A4 paper size with bleed, trimmed to 210mm x 297mm
Paper and cover	Matt lamination with spot UV varnish graphics on the front and back covers. Gloss lamination on the inside paper.
Finishing/ Binding style	PUR binding with 130 g/m2 in-text paper and 250 g/m2 Magno Gloss for the front and back cover. The service provider must provide a final high-resolution print-ready PDF and a low-resolution website PDF, including approved images collected for the publication and related communication materials.
Sourced images	The service provider is to source images which will be approved by the FSTC, and they will complement the content of the annual report and be in line with FSTC's corporate identity.
Other	Provide high-definition images for cover pages.

5. Deliverables

No.	Deliverable	Required output
1	Initial design concepts	Three layout/look-and-feel options, including cover direction, sample page treatment and visual style.
2	Approved creative concept	Final design direction approved by the FSTC before full layout production begins.
3	Designed SoTAR report	Professionally designed and formatted report of approximately 100 pages, excluding front and back cover.

4	Visual assets	Charts, graphs, tables, infographics, icons, cover visuals and other approved graphic elements.
5	Sourced images	High-resolution images sourced by the service provider and approved by the FSTC.
6	PowerPoint template	Editable corporate PowerPoint template reflecting the approved SoTAR visual identity.
7	Print-ready files	High-resolution CMYK PDF with bleed and crop marks, suitable for professional printing.
8	Digital files	Low-resolution web PDF and interactive PDF with bookmarks and hyperlinks where applicable.
9	Printed books	100 full-colour A4 PUR-bound printed books produced in accordance with the technical specifications.
10	Source files	Editable design files and packaged assets, including linked graphics and approved image assets, where applicable.

6. Eligibility and Qualification Requirements

To be considered for evaluation, bidders must meet the following baseline criteria:

- **Experience:** A proven track record of at least three (3) comparable multi-page print and digital design projects completed within the past five (5) years.
- **Technical Capacity:** Advanced mastery of industry-standard design tools (e.g., Adobe Creative Suite, PowerPoint master templating) and reliable local production access to deliver 100 perfect-bound books within three weeks.
- **Locality:** Must be operating within **Gauteng (Johannesburg / Pretoria)** to facilitate physical proofing, meetings, and prompt delivery.
- **Statutory Compliance:** Valid Tax Clearance and B-BBEE Sworn Affidavit

Evaluation Criteria	Sub-Criteria & Description	Weighting
Track Record and Experience	Demonstrated experience in annual report design and layout. 3 reference letters provided (10 pts per verifiable reference).	20 Points
Technical Portfolio Quality	Evaluation of submitted portfolio; design quality, graphic treatment, typography, data visualization/infographics, and PPT template aesthetics.	40 Points
Methodology and Capacity	Clear operational workflow, printing proofing plan, project timeline, budget and demonstrated capacity to meet 3-week delivery SLA.	30 Points
SARS and BEE Compliance	Submission of SARS Tax Compliance Status and B-BBEE Certificate/Sworn Affidavit.	10 Points
TOTAL FUNCTIONALITY	Minimum qualifying threshold for pricing evaluation: 70 Points out of 100.	100 Points

7. Submission Requirements / Checklist

Bidders must submit the following document package in their response. Omission of any item may lead to immediate disqualification:

- **Company Profile and/or CV of lead:** Outline of corporate capabilities, structural team experience, or individual professional qualifications.
- **Technical Portfolio:** Digital compilation of previous work showcasing multi-page document design, data infographics, and corporate PowerPoint templates.

- **Reference Letters:** Three (3) signed, verifiable testimonial letters from clients matching the projects listed in the portfolio.
- **Itemised Financial Quotation:** A detailed cost breakdown covering graphic design, presentation template development, and the printing/delivery of 100 books.
- **SARS Compliance:** Valid SARS Tax Compliance Status PIN letter.
- **B-BBEE Compliance:** Valid B-BBEE Verification Certificate or Sworn Affidavit

8. Submission Details

- Submission documents must be submitted electronically to: andanir@fstc.org.za
- Closing Date: Wednesday, 14 October 2026.
- Late submissions will not be considered.
- Only short-listed candidates will be contacted.

9. Inquiries

All inquiries must be submitted in writing to Andani Rambau at andanir@fstc.org.za

Disclaimer

This RFQ does not constitute an offer by the FSTC, but an invitation to eligible and interested service providers to submit proposals.

- No contractual obligation shall arise from this process until a formal contract is signed;
- The FSTC reserves the right to withdraw, amend, or foreclose the RFQ at any stage;
- Non-compliance with submission instructions will result in automatic disqualification;
- The service provider shall bear all costs of preparation and submission;
- By submitting information, the service provider consents to the processing of personal information in terms of the Protection of Personal Information Act (POPIA), No. 4 of 2013, and indemnifies the FSTC against any claims arising from non-compliance.