

## PART A INVITATION TO BID

|                                                                                                                                                                                                                     |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INGONYAMA TRUST BOARD</b>                                                                                                                                  |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| BID NUMBER:                                                                                                                                                                                                         | ITB/04/06/2026                                                                                   | CLOSING DATE: | 15/06/2026                                                               | CLOSING TIME:                                                                                    | 15h00                                                                                                 |
| DESCRIPTION                                                                                                                                                                                                         | APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER BRANDED COMMUNICATION MATERIALS          |               |                                                                          |                                                                                                  |                                                                                                       |
| <b>BID RESPONSE MUST BE EMAILED TO</b>                                                                                                                                                                              |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| <a href="mailto:thabiso.khenisa@ingonyamatrust.org.za">thabiso.khenisa@ingonyamatrust.org.za</a>                                                                                                                    |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                               |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| CONTACT PERSON                                                                                                                                                                                                      | Ms. T Khenisa                                                                                    |               | TECHNICAL ENQUIRIES MAY BE DIRECTED TO:                                  |                                                                                                  |                                                                                                       |
| TELEPHONE NUMBER                                                                                                                                                                                                    | 033 846 9900                                                                                     |               | CONTACT PERSON                                                           | Mr. S Mxakaza                                                                                    |                                                                                                       |
| FACSIMILE NUMBER                                                                                                                                                                                                    |                                                                                                  |               | TELEPHONE NUMBER                                                         | 033 846 9900                                                                                     |                                                                                                       |
| E-MAIL ADDRESS                                                                                                                                                                                                      | <a href="mailto:thabiso.khenisa@ingonyamatrust.org.za">thabiso.khenisa@ingonyamatrust.org.za</a> |               | FACSIMILE NUMBER                                                         |                                                                                                  |                                                                                                       |
|                                                                                                                                                                                                                     |                                                                                                  |               | E-MAIL ADDRESS                                                           | <a href="mailto:Simpiwe.mxakaza@ingonyamatrust.org.za">Simpiwe.mxakaza@ingonyamatrust.org.za</a> |                                                                                                       |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                         |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| NAME OF BIDDER                                                                                                                                                                                                      |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| POSTAL ADDRESS                                                                                                                                                                                                      |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| STREET ADDRESS                                                                                                                                                                                                      |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| TELEPHONE NUMBER                                                                                                                                                                                                    | CODE                                                                                             |               | NUMBER                                                                   |                                                                                                  |                                                                                                       |
| CELLPHONE NUMBER                                                                                                                                                                                                    |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| FACSIMILE NUMBER                                                                                                                                                                                                    | CODE                                                                                             |               | NUMBER                                                                   |                                                                                                  |                                                                                                       |
| E-MAIL ADDRESS                                                                                                                                                                                                      |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| VAT REGISTRATION NUMBER                                                                                                                                                                                             |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                          | TAX COMPLIANCE SYSTEM PIN:                                                                       |               | OR                                                                       | CENTRAL SUPPLIER DATABASE No:                                                                    | MAAA                                                                                                  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                                                                        | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No             |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |                                                                                                  | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                 |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                               |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]               |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                                                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                   |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                     |                                                                                                  |               |                                                                          |                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO                                              |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                           |                                                                                                  |               |                                                                          |                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO                                              |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                          |                                                                                                  |               |                                                                          |                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO                                              |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                               |                                                                                                  |               |                                                                          |                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO                                              |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                           |                                                                                                  |               |                                                                          |                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO                                              |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. |                                                                                                  |               |                                                                          |                                                                                                  |                                                                                                       |

**PART B****TERMS AND CONDITIONS FOR BIDDING****1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

**PRICING SCHEDULE**

NAME OF BIDDER: .....

BID NO.: ITB/04/06/2026

CLOSING DATE: 15/06/2026

CLOSING TIME: 15H00 PM

OFFER TO BE VALID FOR **30 DAYS** FROM THE CLOSING DATE OF BID.**DESCRIPTION & PRICE DETAILS OF SERVICE REQUIRED**

| Quantity                                                  | DESCRIPTION                                            | UNIT PRICE | TOTAL |
|-----------------------------------------------------------|--------------------------------------------------------|------------|-------|
| 5000                                                      | DL Flyers                                              |            |       |
| 5000                                                      | A4 Presentation folders-double sided printing          |            |       |
| 5000                                                      | A5 Note pads, portrait, short edge binding (100 pages) |            |       |
| 5000                                                      | A3 Folded leaf let, double sided print                 |            |       |
| 5000                                                      | Branded pens                                           |            |       |
| SUB-TOTAL                                                 |                                                        |            |       |
| (IF A VAT VENDOR PROVIDE PROOF OF VAT REGISTRATION) @ 15% |                                                        |            |       |
| TOTAL                                                     |                                                        |            |       |

Amount in words. \_\_\_\_\_

I (full name) \_\_\_\_\_, in my capacity as \_\_\_\_\_, the duly authorized representative of \_\_\_\_\_ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.

Signature of duly authorised representative

Date:

**NB: failure to sign this price page will invalidate the bid/quote.**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:

.....  
 .....

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS

DECLARATION PROVE TO BE FALSE.

|                    |                         |
|--------------------|-------------------------|
| .....<br>Signature | .....<br>Date           |
| .....<br>Position  | .....<br>Name of bidder |

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
- a) The applicable preference point system for this tender is the 80/20 preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) Specific Goals.
- 1.4 **To be completed by the organ of state:**
- The maximum points for this tender are allocated as follows:
- |                                                  | POINTS     |
|--------------------------------------------------|------------|
| <b>PRICE</b>                                     | 80         |
| <b>SPECIFIC GOALS</b>                            | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |
- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

|                                                             |           |                                                             |
|-------------------------------------------------------------|-----------|-------------------------------------------------------------|
| <b>80/20</b>                                                | <b>or</b> | <b>90/10</b>                                                |
| $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ | or        | $P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ |

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of

state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Office within KwaZulu-Natal                                 | 20                                                                                      |                                                                              |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) Disqualify the person from the tendering process.
  - (b) Recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct.
  - (c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) Recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) Forward the matter for criminal prosecution, if deemed necessary.

|                                    |       |
|------------------------------------|-------|
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |



# INGONYAMA TRUST BOARD

• 65 Trelawney Road, Southgate, Pietermaritzburg, 3201 • P.O. Box 601, Pietermaritzburg, 3200  
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## **SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER COMMUNICATION TOOLS**

### **1. Purpose of the Assignment**

The Ingonyama Trust Board requires a suitably qualified service provider to design, print, finish, supply, and deliver branded communication and promotional materials. The materials will be used for corporate communication, stakeholder engagement, exhibitions, meetings, events, investor engagements, public outreach, and institutional branding.

All items must comply with the Ingonyama Trust Board Corporate Identity Guidelines, including approved logo usage, colour palette, typography, and brand application standards.

### **2. Detailed Specifications**

#### **A. DL Flyers**

##### Item Description

Printing and supply of branded DL flyers for information sharing, event distribution, stakeholder engagement, investment promotion, and public awareness.

##### Size

- Finished size: DL
- Standard size: 99mm x 210mm
- Orientation: Portrait or landscape, as approved by ITB.

##### Printing

- Full colour printing.
- Double-sided print unless otherwise specified.
- Print process: High-quality digital or litho printing.
- Colour: CMYK full colour.
- Print resolution: Minimum 300 DPI.
- Artwork must be print-ready and professionally finished.

##### Paper Stock

Recommended options:

- 170gsm matte art paper; or

#### Finishing

- Trimmed to final DL size.
- Clean, straight edges.
- No visible cutting marks, ink smudges, colour bleeding, or print defects.
- Packed securely to avoid bending or damage.

#### Artwork and Branding Requirements

- Artwork to be supplied by Ingonyama Trust Board

### **B. A4 Presentation Folders — Double-Sided Printing**

#### Item Description

Design, printing, finishing, and supply of branded A4 presentation folders for use in meetings, conferences, investor engagements, stakeholder packs, board packs, and corporate events.

#### Size

- Finished folder size: To fit A4 documents
- Approximate finished size: 220mm x 310mm, depending on folder design.
- Flat/open size: To be determined by die-line.
- Folder must comfortably hold standard A4 inserts.

#### Printing

- Double-sided full colour printing.
- Colour: CMYK.
- Minimum resolution: 300 DPI.
- Print must include front cover, back cover, inside panels, and pocket area where applicable.

#### Paper / Board Stock

##### Recommended stock:

- 300gsm to 350gsm white board matte; or
- Equivalent premium board suitable for presentation folders.

#### Construction

##### The folder must include:

- One or two internal pockets.
- Business card slit on one pocket.
- Secure folding and creasing.
- Professional die-cut shape.
- Capacity to hold multiple A4 documents.

## Finishing

### Recommended finishing:

- Matte lamination on outer panels.
- Creasing and folding.
- Die-cutting.
- Gluing where required.

## **C. A5 Note Pads — Portrait, Short Edge Binding, 100 Pages**

### Item Description

Design, printing, and supply of branded A5 note pads for corporate meetings, workshops, conferences, public engagements, staff use, and promotional packs.

### Size

- Finished size: A5
- Standard size: 148mm x 210mm
- Orientation: Portrait

### Page Quantity

- 100 pages per note pad.
- Printed pages may be single-sided.
- Each page should allow sufficient writing space.

### Binding

- Short edge binding
- Binding position: Top edge of portrait A5 pad.
- Binding method: Glued/padded binding or wire binding, subject to approval.
- Pages must tear off neatly if glued/padded.

### Internal Pages

#### Recommended specifications:

- Paper: 80gsm white bond paper
- Print: 1-colour branding.

### Cover

#### Recommended cover options:

- Front cover: 250gsm to 300gsm branded cover, full colour.
- Backing board: Thick grey board or white board for support.

## Printing

- Cover: Full colour CMYK.
- Internal pages: 1-colour or full-colour print, as approved.
- Minimum resolution for branding: 300 DPI.

## Finishing

- Trimmed to A5 size.
- Bound neatly on the short edge.
- Strong backing board.
- Pages aligned and securely attached.
- Packed in suitable quantities.

## Branding Requirements

Artwork to be supplied

### **D. A3 Folded Leaflet — Double-Sided Print**

#### Item Description

Design, printing, folding, and supply of A3 folded leaflets for corporate communication, investment profiles, public education, programme information, event packs, stakeholder briefings, and exhibitions.

#### Size

- Flat size: A3
- Standard flat size: 297mm x 420mm

#### Fold Type

The bidder must indicate available folding options. Recommended fold options include:

- Tri-fold.

Final fold type to be approved by ITB based on artwork and content.

#### Printing

- Double-sided full colour printing
- Colour: CMYK.
- Minimum print resolution: 300 DPI.
- High-quality digital or litho print.

#### Paper Stock

- 170gsm matte paper.

## Finishing

- Accurate folding.
- Clean trimming.
- No cracking on fold lines.
- No ink smudging or colour bleeding.
- Folded leaflets must close properly and align accurately.
- Scoring required where heavier paper stock is used.

## Branding Requirements

Artwork to be supplied by Ingonyama Trust Board

### **E. Branded Pens**

#### Item Description

Supply of branded pens for promotional use, corporate events, stakeholder engagements, conferences, exhibitions, meetings, and public outreach activities.

#### Pen Type

The bidder must propose quality branded pens suitable for corporate use.

Recommended options:

- Ballpoint pens.
- Metal pens.
- Plastic corporate pens.
- Executive pens.
- Eco-friendly pens, where available.

#### Ink Colour

Preferred ink colour:

- Black.

#### Branding Method

- Laser engraving

## Branding Requirements

Artwork to be supplied

#### Colour and Finish

Pens should align with ITB corporate colours, preferably:

- Green.
- Brown / terracotta.
- Black.

- White.
- Neutral colours aligned to the corporate identity.

## Quality Requirements

Pens must:

- Write smoothly.
- Have consistent ink flow.
- Be durable.
- Have secure clips and working mechanisms.
- Be free from scratches, loose parts, or branding defects.
- Be suitable for professional corporate use.
- Ability to deliver within agreed deadlines.
- Capacity to correct defects or replace poor-quality items.

## 3. Enquiries

All administrative and technical enquiries should be directed to Mr. S Mxakaza (033 846 9900/083 845 4888) or Ms T Khenisa (033 846 9900).

## 4. Submission of quotation

Quotation documents must be emailed to [thabiso.khenisa@ingonyamatrust.org.za](mailto:thabiso.khenisa@ingonyamatrust.org.za) before the closing date and time.

Quotations received after the closing date and time will not be accepted.