

<b>Project Name</b>	<b>The Appointment of a Service Provider for the Content Development, Design, Layout, Production And Printing of the Annual Report for a period of three (3) Financial Years (2022/2023/2024/2025)</b>		
<b>Date and Time</b>	<b>18 October 2022</b>	<b>Venue</b>	<b>Via Teams</b>
<b>Meeting Purpose</b>	<b>Compulsory Briefing Session</b>		



<b>Questions</b>	<b>Answers</b>
1. Please provide feedback with regard to the edited format that is usually done under design and layout of the Annual Report. Are we producing MS Word for proof reading?	An MS document is required in addition to the designed version. This is for internal revisions purposes.
2. Follow up from Q1 above, are we getting different text re-write to do editing and proof reading?	Yes, as per Q1 above.
3. There are currently two methods being used for content development i.e., Foreword and Interviews. Do we need to set up interviews or can we provide a mock draft followed by interviews?	The provider will be required to draft the reports of the Chairperson and CEO for review. Interviews may be conducted if required.
4. Do we have to compile the Annual Report?	Yes, the provider must enlist the services of a copywriter to develop content of the AR from various reports and documentation that will be provided by the W&RSETA.
5. Is there any particular framework required that we need to adhere to i.e., King V etc.?	The W&RSETA compiles its Annual Report in line with the National Treasury guidelines.
6. Do all sample need to be provided in hard copies?	Yes, all samples must be provided in hard copies.
7. With regard to the submission of the reference letters and samples. If a bidder received a reference letter from a COMPANY currently servicing for a three (3) year period, is it possible to provide the integrated Annual Report submission complete within the duration of the contracted period?	Yes, the reference letter will suffice.
8. Bidders have submitted Annual Reports electronically and not manually. Can we provide an electronic submission of the Annual Report?	Only hard copy submissions will be accepted.
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>The bid closes on the 02 November 2022 @ 11:00am.</li> <li>All submissions must be addressed to the Manager: SCM and must be delivered to the W&amp;RSETA Head Office on or prior the submission closing date.</li> <li>The tender box is available at the W&amp;RSETA Head Office at the reception area.</li> <li>A submission register is available for completion upon submission as well.</li> <li>All questions to be addressed to <a href="mailto:tenders@wrseta.org.za">tenders@wrseta.org.za</a></li> <li>All enquiries will be addressed until the 28 October 2022</li> </ol>	