



REQUEST FOR QUOTATION (RFQ): PROVISIONING OF PROOFREADING AND DESIGN OF THE .ZA DOMAIN NAME AUTHORITY (ZADNA) ANNUAL REPORT

Ref Number	RFQZA2022/04
RFQ Scope	Provisioning of Proofreading and Design of the Annual Report
Issue Date	07 June 2022
Closing date for Submission	15 June 2022
Physical Address	44 Grand Central Blvd, Sanofi House Halfway house, Midrand
Inquiries	zadnafinance@zadna.org.za
All inquiries should be in writing.	

TERMS OF REFERENCE: APPOINTMENT OF AN SERVICE PROVIDER TO DESIGN AND PROOFREAD THE ANNUAL REPORT OF .ZA DOMAIN NAME AUTHORITY (NPC)

1. BACKGROUND

The .ZA Domain Name Authority (ZADNA) is a not-for-profit company established in terms of section 59 of the Electronic Communications and Transactions Act, 2002 (Act 25 of 2002). ZADNA's mandate is to regulate the .za namespace and ensure its efficient use, management, and administration. ZADNA is accountable to its members and the South African Department of Communications and Digital Technologies (DCDT).

2. TASKS AND DELIVERABLES

The appointed service provider to undertake the following tasks:

2.1. Graphic Design of the Annual Report

- The annual report consists of an estimate of 96 pages, excluding the front and back cover.
- The pages may increase slightly once graphics are added to the report.
- The final annual report should have more text with a blend of graphics/images.
- The key messages and highlights should be communicated creatively throughout the report.
- The service provider to source images to be approved by ZADNA, that will complement the content of the annual report and be in line with ZADNA's Brand Corporate Identity.
- The look and feel of the report should adhere to ZADNA Brand Style.

2.2. Proofreading and editing of the Annual Report Content

- Ensure that the content is engaging and appealing.
- Proofread and copy editing of the report.
- Adhere to ZADNA's tone in accordance with the Brand Corporate Identity.

PROJECT TIMELINES

- Tuesday, 24 June 2022: ZADNA submits the final raw content to the service provider.
- Wednesday, 30 June 2022: Service provider to present the first proofread content to ZADNA.
- Friday, 8 July 2022: Service provider to present the first draft design to ZADNA.
- Friday, 15 July 2022: Service provider to present the final draft design to ZADNA.

RESOURCE EXPERIENCE

The bidder should provide ZADNA with a Company Profile, Tax Clearance Certificate, BEE Certificate, and three contactable references.

SPECIAL CONDITIONS:

- ZADNA reserves the right not to appoint any service provider.
- Images that are sourced and used on the annual report will be issued to ZADNA for future marketing use.
- Upon receipt of each draft, the service provider should allow for 2 to 3 reverts before sign-off.
- Upon sign-off of the annual report, the service provider will issue ZADNA with a print-ready PDF version of the final report.

SUBMISSION OF THE RFQ INFORMATION:

ALL SUBMISSIONS MUST BE SENT VIA EMAIL TO THE FOLLOWING EMAIL ADDRESSES:
zadnafinance@zadna.org.za