

12 January 2015

**ATTENTION ALL SERVICE PROVIDERS- DESIGN COMPANY**

**RE: REQUEST FOR APPLICATIONS FROM DESIGN COMPANIES TO APPLY TO THE SOUTH AFRICAN BOARD FOR SHERIFFS TO REGISTER ON ITS SUPPLIER DATABASE FOR A 1 YEAR PERIOD -SABFS00006/2015**

**1. Introduction**

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in term of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status and the improvement of the standard of training of and functions performed by sheriffs.

The core objectives of the SABFS are to:

- Liaise with the Sheriffs and relevant Stakeholders;
- To monitor the conduct of Sheriffs;
- Promote the Sheriffs Profession;
- To set standards for the Sheriffs Profession; and
- To provide overall Policy directives.

**2. Objectives**

The SABFS invites applications from suitable design companies, who can provide various design services i.e. designing, edit, layout, proof read, and provide all the elements of development of the pre-printing process for Inter Alia, Newsletters, Annual Report, resource materials and re-design of documents for website purposes in order to register on SABFS supplier database for a 1 year period.

The SABFS will be appointing a Design Service Providers who are based in the Western Cape.

88 Loop Street, Cape Town. PO Box 15223, Vlaeberg 8018  
Tel: 021 426 0577, Fax: 021 426 2598, E-mail: [contact@sheriffs.org.za](mailto:contact@sheriffs.org.za)  
[www.sheriffs.org.za](http://www.sheriffs.org.za)

South African Board for Sheriffs - *Established Act 90 of 1986*  
Charmaine Mabuza (Chairperson), Hlako Choma, Laura Best, Abel Mawela, Freda Moeletsi,  
Hishaam Mohamed, Humphrey Ntsikeni, Nicholas Nxumalo, Petro Roodt, Thaka Seboka, Thami Tembe

### 3. Terms of Reference for Service Providers

- 3.1 Provide a detailed work plan reflecting project phases, and time frames per project.
- 3.2 Provide detailed hourly rates for design. Overall price to include Vat.
- 3.3 Provide an editing rate - charge per word.
- 3.4 Provide estimated time schedule for products in Point 5.
- 3.5 Take full responsibility for printing and overseeing to the quality of printing for all the end products.  
You are NOT required to quote for printing at this stage.
- 3.6 Present demonstrable evidence of ability to undertake design projects.
- 3.7 Work in close collaboration with the Communications Officer.
- 3.8 You will need to be available for regular meetings to discuss certain briefs in respect of the projects you will be allocated.
- 3.9 Need to be available for regular meetings to discuss and report, in respect of progress made on assigned projects.
- 3.10 Receive and edit final drafts from the Communications Officer, which needs to be submitted for origination and design.
- 3.11 You are required to provide services including printing, editing, copy editing, proof reading, origination, design and layout and "proofs", of the completed work.

### 4. Services required

The SABFS requires the services of a design company.

### 5. The company needs to prepare quotations based on the following products:

#### 5.1 Newsletter

- Full colour, 8 page newsletter, published bi-monthly (Feb, May, Aug, Nov)

#### 5.2 Annual Report

- High quality full colour.
- Design front and back covers and content pages.
- A4 size publication containing 100 pages.

#### 5.3 Sheriffs Guide

- A5 size publication containing approximately 700 pages.
- Full colour front and back cover.
- Content pages black only.

Bid and Number: SABFS 00006/2015	Advertise Date: 15 January 2015
Closing Date: 29 January 2015	Closing Time: 12h00

## 5.4 Training Manual

- High quality full colour front and back cover.
- A4 size publication containing 100 pages- average.
- Content pages black only.

## 5.5 Business Cards

- Design business cards.

## 5.6 Design and re-design of documents

- The company will have to quote time per project for the designing and re-designing of documents could vary from time to time, e.g.
- Design two A5 two colour advertisements for newspapers.
- Design and convert four, A4 web based notices for e-mail and website.

## 5.7 Stationery

- Design of corporate folders, letter heads, memos, faxes etc.

## 6. The company's suggestions and alternatives are welcome.

## 7. Registration Requirement

In respect of your application, it is compulsory to submit the following documents:

7.1 Cover Letter;

7.2 Detailed profile of the company and detailed budget with discounted rates;

7.3 List of five referees from clients previously consulted, not older than 12 months, along with the contact person and contact details;

7.4 All submissions must be accompanied by all the supporting documents and submitted on the specified closing date and time; and

7.5 Valid Tax Clearance and BEE status Certificates to be submitted in the name of the applicants Company.

7.6 Where sub-contracting is done include the agreements and details of those service providers to be used.

8. All enquiries relating to the tender must only be communicated in writing by no later than 12h00 on the 28 January 2015. All written communication must be sent to the following email address only [proposals@sheriffs.org.za](mailto:proposals@sheriffs.org.za), Subject Heading: SABFS 00006/2015 Design Company Application. Applicants are strictly forbidden to communicate with the Office of the Sheriffs Board on this matter other than through the required communication channels as stipulated in this bidding document.

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9. Please provide samples of similar products, when submitting your application.
10. Each applicant is required to submit 1 original and 4 copies of the tender submission in a sealed envelope addressed to:

**Reference: SABFS0006/2015**  
South African Board for Sheriffs  
Attention: Ms Celesti Fortuin  
88 Loop Street  
Cape Town  
8001

- **The SABFS is not obliged to accept any applicants and has the right to withdraw and or amend tender specifications at its sole discretion.**

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