



# TERMS OF REFERENCE

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## TERMS OF REFERENCE

### 2024/25 ANNUAL REPORT DESIGN, LAYOUT AND PRINTING

Reference Number: SABFS002/2025  
Advertisement Date: 04 February 2025  
Closing Date: 17 February 2025  
Closing time: 17:00  
Tender Type: Public

## 1. BACKGROUND

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

## 2. THE CORE OBJECTIVES OF THE SABFS ARE TO:

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriff’s profession; and
- To provide overall Policy directives.

## 3. OBJECTIVES

The SABFS invites suitably qualified and experienced service providers to submit their proposals for the design, layout and printing of the 2024/25 financial year Annual Report. The selected/preferred service provider will deliver creative artwork designs for the approved Annual Report.

## 4. SCOPE OF WORK

The South African Board for Sheriffs requires excellent service from an experienced supplier who will provide quality design artwork through qualified professionals. Below are several elements required to be performed on the project.

### 4.1. DELIVERABLES

#### 4.1.1. The service provider should produce efficient and high-quality services in the following areas.

- a) Design of the SABFS Annual Report for the 2024/25 financial year.
- b) Design an emailer depicting the front cover of the Annual Report, for distribution.
- c) Adapt the emailer image for our social media platforms and a website slider. (Facebook: 1200 x 630 pixels, Twitter: 1600 x 900 pixels, Website slider/banner: 960-pixel x 420 pixels).
- d) Provide detailed hourly rates for design & layout. The overall price should include VAT if applicable.
- e) The Service Provider needs to take full responsibility for overseeing the quality of the layout and should adhere to the SABFS Corporate Identity and Brand Guide for layout and design;
- f) Work in close collaboration with the Training and Communications Manager;
- g) Need to be available for meetings to discuss progress and changes to the report as required.
- h) You are required to allow for at least 10 sets of editing changes.
- i) The Annual Report is an A4 size publication containing approximately 110 full-colour pages which include the organization’s operational activities and financial statements, such as the balance sheet, income statement, and cash flow statement, along with notes and explanations from the previous year.
- j) Provide a quotation for the printing of 10 copies of the report, PUR bound and full colour A4 publication.

#### 4.2. Notes:

- a) You are required to provide 3 design and layout concepts in line with a theme, determined by the SABFS. Concepts are to be submitted by 17 June 2025.
- b) Revised design and layout concepts due on 21 June 2025.
- c) Edited copy to be submitted by SABFS on 8 July 2025.
- d) Edits/Amendments of drafts to commence between 22 July 2025
- e) Final approved publication is due 5 August 2024.

#### 4.3. EVALUATION CRITERIA

##### 4.3.1. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal may be given a technical score.

<b>Criteria</b>	<b>Points</b>
Technical Approach of the bidder	50
Company experience in the provision of the required services including specialized skills, expertise, and value-added services	30
Qualifications and experience of team members	20
<b>TOTAL</b>	<b>100</b>

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on the technical criteria as listed above.

##### 4.3.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

##### 4.3.3. Supervision

The successful service provider will be regularly in contact with the Training and Communications Manager whenever applicable.

##### 4.3.4. Completion Criteria and Payment

- a) Payment will be made based on an agreement between the SABFS and the successful bidder.

#### 4.3.5. Pricing Schedule

The following cost table should be utilized to submit the cost proposal:

Item	Quantity	Unit Price in (R)	Total Price in (R)
<b>Additional Costs</b>			
<b>VAT</b>			<b>R</b>
<b>TOTAL AMOUNT</b>			<b>R</b>

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

#### 5. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents: (ignore if already applied to be on the SABFS database)

- a) Company profile
- b) Certificate of Registration
- c) Valid and original tax clearance certificate at the time of bid closing (only for quotes above R30 000)
- d) Valid and certified B-BBEE certificate/Sworn Affidavit (Not Compulsory – only used for claiming B-BBEE Points)
- e) List of two referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- f) Proof of banking details.
- g) Pricing Schedule
- h) Declaration of Interest

**NB:**

- Please note that the above requirements are mandatory and **MUST** accompany the proposal.
- Non-compliance with the above mandatory submissions will lead to disqualification.
- Proposals must be properly indexed.

6. All inquiries relating to the tender must be communicated in writing only by no later than 12h00 on 17 February 2025. All written communication should be sent to the following email address only: [proposals@sheriffs.org.za](mailto:proposals@sheriffs.org.za), Subject Heading: SABFS002/2025 – 2024/25 Annual Report Design, Layout And Printing.
7. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and
8. Each applicant is required to submit one (1) Softcopy to [proposals@sheriffs.org.za](mailto:proposals@sheriffs.org.za), no later than the stipulated closing date and time.

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

**Approved**



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**Mrs. S Mashaba**

**Executive Manager: South African Board for Sheriffs**