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Appendix D – Scope of work: MWP1343CX

Design, typesetting, proofreading and printing of the integrated report, annual financial statements, sustainability report, Corporate Plan, interim financial statements and other ad hoc reports of various lengths for a period of five (5) years

Timing

Eskom follows a strict process whereby tight year-end and half-year deadlines have to be met. To meet these deadlines, the design process will typically commence in January, with typesetting of year-end reports from March to July/August and typesetting of interim reports during November/December of each year. The Corporate Plan is to be produced from February to April of each year, while ad hoc reports will be on an as-and-when-required basis.

Eskom's year-end reporting period tends to span over long weekends and public holidays and therefore, overtime may be required. In addition, certain deliverables must be completed simultaneously, meaning that multiple deliverables may have the same delivery dates. Consequently, the supplier should have the capacity to produce more than one deliverable simultaneously to a satisfactory quality standard and within agreed timelines.

It is important that the supplier has the capacity to make late changes and reprint part or all of a publication (in exceptional circumstances). This expectation could entail the overnight turnaround of changes.

Project management

A resource must be available to proactively manage all aspects of the project, including the scheduling of resources. This will include the managing of all project resources necessary to produce the various publications in the desired format to a satisfactory quality standard and within agreed timelines. Furthermore, clear and up-to-date communication with the various Eskom teams is essential.

Eskom has transitioned to a hybrid working model, with remote working being preferred. Therefore, the project team, in particular the typesetter, must be able to collaborate virtually, with the capacity for screen sharing (Microsoft Teams is preferred). *This requirement is non-negotiable.*

Design

On an annual basis, a unique design should be created for the suite of reports to reflect Eskom's business, in compliance with Eskom's Corporate Identity guidelines. At least two cover design options must be presented for consideration. The chosen theme, consisting of cover designs and interior styles, must be approved prior to commencing with typesetting.

One integrated design will be used for the suite of year-end reports (integrated report, annual financial statements and sustainability report), with minor variations to the cover and interior styles to distinguish individual reports. For consistency, the design of the interim financial statements, Corporate Plan and ad hoc reports must be aligned to the approved year-end design, generally necessitating only one design theme per year.

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The expectation is for highly visual reports (diagrams, infographics, etc.) and the design budget should be sufficient to cater for this requirement.

Typesetting

Eskom requires direct access to the typesetter to ensure faster turnaround of authors' corrections, changes to layout and interior styles, and other changes. *This requirement is non-negotiable.*

The typesetting of documents should adhere to agreed turnaround times to ensure sufficient time for checking of each typeset version (proof) and authors' corrections. A high degree of accuracy is expected. Overtime may be required from time to time.

Quotes should be prepared based on four proofs being produced. Any subsequent changes beyond the fourth proof will be subject to additional charges.

Eskom will indicate when documents will be submitted for typesetting. The supplier should have the ability to typeset individual sections/chapters of reports as and when they are ready, rather than waiting for all content to be submitted at once. The supplier must have the ability to track proof levels for individual sections/chapters of the report – the addition of a previously unsubmitted section/chapter to an existing proof should not result in a higher proof level. *This requirement is non-negotiable.*

Eskom requires at most two unbound hard copies (digitally printed in full colour on A3, single-sided) of each proof per report, to enable verification of typeset content against the content submitted. The cost is to be included in the quoted price.

Proofreading and quality control

All typesetting of deliverables in the scope of the project must be subject to internal proof checking, including layout checks and layout advice by the design house, before being returned to Eskom. Effective version control is required to ensure all changes are accounted for and that earlier changes are not overwritten by later changes. The final technical finishing and layout of the report must be aligned to the approved design.

Note: There is no requirement to either write or edit the content of the various reports.

All reports are to be subjected to at least one external proofread, the cost of which is to be included in the quoted price.

Digital navigation

All final typeset reports are to be made available as bookmarked and hyperlinked pdf documents. Furthermore, Eskom is seeking to improve the interactiveness of its reports. Therefore, the design house should have the skills and expertise to produce digital publications with navigation buttons and other interactive tools/content, which is compatible with various electronic devices.

Photography

A photographer, with a proven track record of high-quality photography, should be available to take photographs of Eskom's Board members and executives on an annual basis, as well as selected business activities. The design house will be responsible for liaising with the

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photographer and arranging the necessary photoshoots on location, including, but not limited to, Eskom's head office at Megawatt Park, Maxwell Drive, Sunninghill.

Three days of photography should be catered for each year.

Eskom requires low-resolution versions of all photographs taken during these shoots, as well as high-resolution, deep-etched versions of photographs selected for inclusion in reports (up to 30 per year).

Printing

A printing house with the capacity and proven track record to produce a high-quality product within the specifications and deadlines (usually very tight turnaround times which could require overnight printing) is required. The printer should have the capacity, where necessary, to reprint portions of reports at short notice in the case of errors (in exceptional circumstances). The design house is responsible for managing the printing function and liaising with the printer.

Delivery of reports will be to Eskom's head office at Megawatt Park, Maxwell Drive, Sunninghill.

Specification of product or goods

Technical specifications

Reports to be produced in iPad size (240 x 170mm); perfect bound or saddle stitched as appropriate; full colour litho print with aqueous varnish.

Paper: Galerie Silk 150gsm white; full-colour print.

Cover: Galerie Silk 350gsm white; CMYK print plus one metallic spot colour, matt laminate on one side.

Delivery of reports will be to Eskom's head office at Megawatt Park, Maxwell Drive, Sunninghill.

Deliverables

A) Year-end reports for financial years ended 31 March 2023, 2024, 2025, 2026 and 2027

- Professional fees for design, typesetting and proofreading, made available as hyperlinked and bookmarked pdf, including digital navigation
 - Integrated report (160 pages plus 6-page cover)
 - Annual financial statements (124 pages plus 4-page cover)
 - Sustainability report (60 pages plus 4-page cover)
 - Eskom Development Foundation (50 pages plus 4-page cover)
 - Corporate Plan (160 pages plus 4-page cover)

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2. Additional proofs, if required (to be quoted separately, for indicative purposes)

- Integrated report – 1 daytime, 1 overtime proof
- Annual financial statements – 2 daytime, 1 overtime proof
- Sustainability report – 1 daytime proof
- Corporate Plan – 1 daytime proof

3. Printing (based on the requirements set out under scope of work and technical specifications)

- Integrated report (200 copies plus 5 wiro bound)
- Annual financial statements (200 copies plus 10 wiro bound)
- Sustainability report (50 copies)
- Eskom Development Foundation (50 copies)
- Corporate Plan (100 copies)

4. Photography – three-day photoshoot on location

B) Interim reports for the six months ended 30 September 2023, 2024, 2025, 2026 and 2027

1. Professional fees for typesetting and proofreading (utilising the same design as the preceding year-end reports), made available as hyperlinked and bookmarked pdf, including digital navigation

- Condensed interim financial statements with commentary (30 pages)

C) Ad hoc reports

1. Professional fees for design, typesetting and proofreading (utilising a similar/consistent design as the year-end reports), made available as hyperlinked and bookmarked pdf, including digital navigation

- Eskom Factor report – 2023/24 only (60 pages)
- Additional reports – assume three reports (50 pages each) per year for the purposes of the tender