



Telkom Tenders

RFB 0050/08

Open Bid to acquire the services of a creative design and printing company with experience in designing, typesetting and printing Annual Reports and other related documentation for a contract period of three (3) years.

Closing date & time [2008/08/04 @ 11:00](#)
Contact Person Arnold Oliver
Tel (012) 311-2180
Fax (012) 311-1290
e-mail Oliverga@telkom.co.za
DOCUMENT : FEE R50:00

Scope:

Open Bid to acquire the services of a creative design and printing company with experience in designing, typesetting and printing Annual Reports and other related documentation for a contract period of three (3) years.

Critical Criteria:

- 1) The bidder must be a creative and design service provider with its main place of operation within 80 km radius from the Telkom SA Limited Head Office, situated at 152 Proes Street, Pretoria, South Africa (as per attached map) to minimize cost in respect of travel for Telkom employees (Bidder must provide address of their place of operation).
- 2) The bidder must be a legal registered entity and have three (3) experience in the design, typesetting and printing of annual reports for South African listed companies. Bidder must provide at least three (3) samples of work done for South African listed companies (may include samples of companies that were listed in the past (three) 3 years if no longer listed in the current year).
- 3) The bidder must have as part of their team creative members and/or employees with at least 3 (three) years experience in the design and print of annual reports (Bidder must provide CV's and letters of appointments of creative team members and/or employees who will be responsible for the Telkom account).
- 4) The bidder must have a minimum Black shareholding of 25.1% and more.



Telkom Tenders

BIDDERS' CONFERENCE

DATE : 28 JULY 2008

TIME : 11:00 TO 13:00

VENUE: TELKOM SA
TELKOM TOWER NORTH
PROTEA CONFERENCE ROOM
1 ST FLOOR
152 PROES STREET
PRETORIA

Bidders shall ensure that no more than two representatives of their organization attend the Bidders conference. Bidder/s shall ensure that a suitable qualified representative will attend the Bidder's conference. The representative shall ensure that his/her presence at the conference is verified.

The objectives of the conference are:

- to provide information about the procurement processes, so that the Bidders clearly understand the activities they are required to perform; and
- to answer questions and resolve any issues concerning the requirements detailed in this RFB document.

Important.

- a) Please provide the names of the representatives who will attend the conference.
- b) Please forward the vehicle registration numbers of the representatives to Arnold Oliver at oliverga@telkom.co.za not later than 15h00, Thursday, 24 July 2008.

The bid document can be obtained from Telkom's tender office at the following address:

Att: Marietjie Mattheus
Tel: (012) 3113364
Telkom Tower South Building
Lower Ground Floor
179 Proes Street
Pretoria

Location: Telkom Head Office.