



Telkom Tenders

RFB 0074/2007 THE PROVISION OF THE ANNUAL REPORT AND RELATED DOCUMENTATION SERVICES FOR A PERIOD OF THREE (3) YEARS

Publish Date : **24 October 2007**
Closing Date : **14 November 2007, Wednesday**
Time: **11:00AM**
Contact Person: **Yvonne Nuku**
Telephone : **012 – 311 4734**
Fax : **012 – 311 1290**
e-mail : **nukuys@telkom.co.za**
Cost of document: **R50.00**

Description:

The provision of the Annual Report and related documentation services for a period of three (3) years.

Critical Criteria

The following critical criteria will be used to evaluate tenders:

- | |
|--|
| 1. Bidder must be a creative and design registered entity with its main place of operation within 80 (eighty) kilometers radius from the Telkom SA Limited Head Office, situated at 152 Proes Street, Pretoria, South Africa to minimize cost in respect of travel (Bidder must provide address for their place of operation). |
| 2. Bidder must have experience in the design, typesetting and printing of annual reports for any Top forty (40) listed companies in South Africa, (Bidder must provide at least three (3) samples (one for each year) of work done for any Top forty (40) listed companies in South Africa). |
| 3. The bidder must be a registered entity that have been active in business as a design and print service provider for at least the last three (3) years or must have as part of the creative team and / or employees with at least three years of experience in the design and print of annual reports for any of the Top forty (40) listed companies in South Africa (Bidder must provide CV's and letter of appointment of creative team members who will be responsible for the Telkom account). |
-



Telkom Tenders

4. Bidder must have thirty percent (30%) or more Black Shareholding / ownership;

NB: Documentary proof and supporting documents to substantiate compliance to BEE requirement/s

- A completed and signed copy of the BEE questionnaire provided in volume one (1), part ten (10) of the bid document
- Share certificate(s)
- Company registration certificate(s)
- Shareholder's Agreement,
- Identity documents and any other supporting information and proof documents.

The bid document can be collected from the Telkom Tender Office at the following address: **179 Proes Street, Telkom Tower South, Lower Ground, Floor 179.**

The contact telephone number is : **012 – 311 3364**

Bidder's conference on:

Date: **30 October 2007, Tuesday**

Venue: **Disa Conference Room, Telkom Towers North, 152 Proes Street, Pretoria, 1st Floor.**

Time: **11:00AM to 12:00PM**