

RFP Number: T07/03/25

RFP description: REQUEST FOR PROPOSAL FOR THE DESIGN, EDITING AND PRINTING OF THE IDC INTEGRATED ANNUAL REPORT FOR A PERIOD OF THREE (03) YEARS.

Question and Answers Version 1

No.	Question	Type	Answer
1	Can you please send us an example of your digital report? We will quote for a microsite(Mini website) confirm?		Currently we have our annual reports placed on our website. Please refer to our website for previous versions on <a href="https://www.idc.co.za/annual-results/">https://www.idc.co.za/annual-results/</a> .
2	Do you require a PPT Presentation and the printed booklets?	Technical	Yes.
3	Normally the PPT is a snap shot or condensed version of the IAR so meaning a fewer number of pages, is 200 pages correct?	Technical	The print version of the IAR must be a maximum of 200 pages. Yes, the PPT is condensed and must also NOT exceed 200 pages.
4	What size would the advert be?	Technical	A4
5	How many languages would you require the advert to be translated to?	Technical	We usually do English and Afrikaans. We are open to additional recommendations .
6	Are we printing Qty: 300 each of the IAR/AFS/PPT Booklet?	Technical	Yes
7	Page 7 (Clause 11.3.2) The requirement is to submit an originally certified copy of ID document for the Company Representative. Considering that we are submitting this response digitally, is it safe to assume that we can submit a scanned and/or digitally certified copy of the ID document?	Commercial	Yes, kindly submit a scanned and/or digitally certified copy of the ID document.
8	Is there ambition for full alignment with IFRS ISSB S1 & S2?	Technical	Yes
9	In terms of GRI reporting, does this require the inclusion of a GRI index and do you wish to attain core alignment?	Technical	Yes
10	Would the IDC be interested in refreshing your list of material matters through a materiality assessment?	Technical	No, the materiality issues have recently been reviewed and updated by the Board. We would be open to a review in future.
11	Regarding the writing process, does the IDC anticipate a full rewrite of content, or will we be basing much of the content on last year's report with necessary updates (roll-forward / edit approach)?	Technical	Overall the content remains the same, but structure and presentation must be refreshed.
12	How many interviews with key stakeholders are expected as part of the content gathering process?	Technical	There will be around 10 interviews with the Board Chair and Executive Directors.
13	Will there be designated content owners at the IDC responsible for compiling information for specific sections of the report?	Technical	Yes.
14	The current report format is portrait. Would the IDC be open to considering a landscape layout?	Technical	We are happy to take your recommendations.
15	Regarding the design of the document, would the IDC be open to a design refresh while still aligning with your corporate identity?	Technical	Yes.
16	Review of the AFS in line with IFRS. Would the IDC's auditors review the numbers for assurance?	Technical	Yes.
17	Is the PowerPoint booklet referring to a results presentation? Will we design the PowerPoint booklet and insert the copy? The IDC only mentions this in the print section so we need to know if this is the design, layout, and populating of the presentation.	Technical	Yes, you must still provide a PPT template that is designed in line with the approved IAR look and feel.
18	Is the PowerPoint booklet 200 pages?	Technical	Yes, refer to section 2 of the RFP, clause 3.3.4.
19	Advise on the page split across the IR and AFS i.e. is the 200 text pages just the IR and if so, what is the page count for the AFS?	Technical	Please refer to section 2 of the RFP document, clause 3.3.3. Kindly refer to our website for previous versions of the IR and AFS for on <a href="https://www.idc.co.za/annual-results/">https://www.idc.co.za/annual-results/</a> .
20	Would the AFS need a separate cover?	Technical	Yes, the cover would need to be similar but complementary. Please refer to our website for previous versions on <a href="https://www.idc.co.za/annual-results/">https://www.idc.co.za/annual-results/</a> .