REQUEST FOR PROPOSAL FOR TYPESETTING, DESIGN, LAYOUT AND PRODUCTION OF THE ANNUAL FINANCIAL STATEMENT AND THE ANNUAL REPORT

KTVR BUS SERVICE (PTY) LTD

RFP REF	**: KTVR PR 001/2026**
Closing Date	**: 31 MARCH 2026**
Closing Time	**: 4:00 pm**
Electronic Submission	**: portiad@ktvr.co.za**
	: tenders@ktvr.co.za
Manual Submission	**: 03 Margaret Road,**
	Kempton Park
	1619

REQUEST FOR PROPOSAL

KTVR BUS SERVICE (PTY) LTD

Date: **13 March 2026**

Dear Service Provider

KTVR Bus Service (Pty) Ltd ("KTVR") is a private company incorporated in terms of the Companies Act of 2008. KTVR is a special purpose vehicle that has been established to offer Bus Rapid Transit (BRT) transport service under an interim service agreement of the Phase 1 of City of Ekurhuleni (CoE) Integrated Rapid Public Transport Network (IRPTN).

KTVR is a company that has been established for the benefit and empowerment of the Ekurhuleni Taxi Industry, the shareholders of KTVR will be made up of the affected operators identified from the Ekurhuleni Taxi Industry.

1. INVITATION TO SUBMIT PROPOSAL

KTVR Bus Service extends invitations to reputable and credible service providers to submit detailed quotations for artwork design services for KTVR Annual Financial Statement and Annual Report for the 2024/25 Financial Year, both for digital and print formats.

2. SCOPE AND EXTENT OF WORK

2.1 Service Specifications

The services required are for the creation of graphic designs artwork and layouts that is visually appealing for the provided Annual Financial Statements and Annual Report, ensuring clarity and professionalism. The designs and layouts will include tables, charts and diagrams as required to enhance data presentation.

Both the Annual Financial Statements and the Annual Report designs should focus on the layout and graphic elements that reflect the brand identity of KTVR. The designs should also incorporate the following elements:

2.1.1 Infographics, illustrations and photography as needed to engage the audience of the reports.

2.1.2 Prepare digitized versions of both the Annual Financial Statement and Annual Report optimized for online distribution.

2.1.3 Ensure design compatibility across various digital platforms (e.g., website, email newsletter) and user friendly format.

2.1.4 Provide print-ready files for high quality production of hard copies of both the Annual Financial Statement and the Annual Report.

2.1.5 Advise on paper quality, printing methods and binding options and provide twenty (20) printed glossy copies of each report.

2.1.6 Revision and edits to allow for a specified number of revisions (e.g., the number of rounds allowed for changes) based on KTVR project team feedback.

3. PROJECT INITIATION DATE, DELIVERY AND MILESTONES

Provide project plan with project initiation date, milestones for drafts and final copies and expected timelines for edits and feedback.

4. ADDITIONAL REQUIREMENTS

Include to the RFP, your portfolio of evidence or examples of previous work or similar projects and outline your pricing structure including any package deals and payment terms.

5. EVALUATION CRITERIA

Phase 1: Compliance with administrative requirements

Phase 2: Evaluation of proposal in terms of functionality (Presentations. Shortlisted bidders may be requested to present their proposals to the evaluation committee).

Phase 3: **Price and B-BBEE Evaluation**

- Lowest price weighs 80 points
- B-BBEE weighs 20 points (as indicated below)

B-BBEE Status level Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Contributor	0

6. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

Phase 1 - Compliance with administrative requirements

Tenderers must provide the following supporting documentation.

a. Original/Certified B-BBEE status level certificate level verification status/affidavit must be submitted to qualify for preference points for B-BBEE or sworn affidavit as prescribed by DTI.

b. Company registration documents

c. Company Profile

d. Tax Compliance Status Pin issued by SARS.

e. Three signed reference letters indicating that similar assignments that were successfully carried out. These must include organisation name, contact person and contact numbers for similar service rendered

f. Complete Annexure A supplier conflict of interest declaration, Annexure B supplier database consent form and Annexure C.

Phase 2 - Functionality

Criteria	**Requirements from service providers**	**Weighting**
Company experience related to the Project	- Number of years in the industry: A minimum of two (2) years' experience in the provision of annual report and financial statement publication services. - Provide a minimum of two digital copies of the annual report previously produced by the service provider	10 10
Project Team	Bidders must provide detailed CVs of the team members assigned to the project. Minimum number of experiences.	15
Methodology and Project Plan of the Annual report and Financial Statement	- Approach and methodology bidders to provide a project approach ad methodology proposal - A comprehensive proposal that includes the scope of work for the Annual Report and Annual Financial Statements (including proofreading, editing, writing and timelines)	35
Graphic design (Look and feel, the aesthetics)	Bidders must provide a design concepts aligned to the KTVR theme.	15
Reference Letters	Bidders must provide KTVR with three signed reference letters indicating that similar assignments that were successfully carried out. Each letter must be on a client letterhead and	15

	include but not limited to, a brief description of the service relating to annual report and financial statement project.	
Total		100

7. TERMS AND CONDITIONS

Emailed submissions/proposals are preferred. The onus is on the tenderer to ensure that complete email documents have been received by KTVR by the due date and time.

a. Quotations should be **VAT** inclusive.
b. Quotations must be valid for a minimum period of 30 days from the date of issuing.
c. The full costs must be disclosed, and no variances will be entertained.
d. KTVR has the right to withdraw any request for quotation at any time within the validity of the RFQ.
e. KTVR may prior to the award of a bid, cancel a bid if:

(i) Due to changed circumstances, there is no longer a need for the goods or services requested.
(ii) Funds are no longer available to cover the total envisaged expenditure.
(iii) No acceptable bids are received after the closing date.

8. COMPULSORY BRIEFING

Briefing session will be held on the 25th of March 2026 via teams at 10h30. All potential bidders who wish to attend the briefing session must send an email to tebogom@ktvr.co.za and portiad@ktvr.co.za before the 24th March at 14h00 to receive a meeting invitation.

9. CLARIFICATIONS

Any clarifications required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing by email to **tebogom@ktvr.co.za and portiad@ktvr.co.za**

All proposals must be sent to:

Name: Portia Dhlamini
Email: portiad@ktvr.co.za and tenders@ktvr.co.za
Contact number: 011 823 1672

KTVR RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND THE SUBMISSION OF THE QUOTATION

Annexure A

SUPPLIER CONFLICT OF INTEREST DECLARATION FORM

KTVR operates a procurement process which is fair, transparent and cost-effective. In view of this, KTVR requires that anyone nominated to participate in its procurement processes declares any potential conflicts of interest.

i. Conflict of interest declaration

Potential conflicts of interest include the following (but the list is not exhaustive):-

1. Relationship/ Association with any of the KTVR employees.
2. Previously worked with/for any of KTVR employees.
3. Relationship/Association with Shareholder/ Board Member/ of KTVR.

If you are in any doubt about whether something is a potential conflict of interest, you are advised to declare it below.

A) I have conflicts of interest to declare.

Yes ☐

No ☐

B) If Yes above, I therefore wish to declare the following conflict(s) of interest: -

1. .....

2. .....

3. .....

ii. Confidentiality Declaration

I confirm that the declarations I have made above are, to the best of my knowledge, correct. I fully understand that, if KTVR concludes that the declarations I have made are false or materially misleading, KTVR has the right to disqualify the supplier to participate in the procurement process.

Supplier Name	Date	Signature

Annexure B

KTVR BUS SERVICE (PTY) LTD

SUPPLIER DATABASE CONSENT FORM

General: In order for KTVR BUS SERVICE (PTY) LTD ("**KTVR**") to consider the supplier's (referenced below) response to the Request for Proposal (RFP) or Request for Quotation (RFQ) to become a supplier to KTVR, and to be included in the KTVR supplier database, it will be necessary for KTVR to process certain personal information which the supplier may share with KTVR for the purpose of the RFP/RFQ, including personal information – which may include special personal information (all hereafter referred to as "**Personal Information**"). KTVR will process the supplier's Personal Information in accordance with KTVR's POPI Policy.

Access to your Personal Information and purpose specification: Personal Information will be processed by KTVR for purposes of assessing the supplier's submission in relation to the RFP/RFQ and for registering the supplier on KTVR supplier database and may be shared and stored internally for the purposes of assessing current and future services required by KTVR. We may also share the supplier's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("**FICA**"). In this regard, the supplier acknowledges that KTVR's authorised verification agent(s) and service providers will access Personal Information and conduct background screening and checks.

Consent: By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to KTVR's processing of the supplier's Personal Information for the purposes of evaluating its RFP/RFQ submission, including to confirm and verify any information provided in the submission and the supplier gives KTVR permission to do so. The supplier acknowledges and understands that it is free to withdraw its consent on written notice to KTVR and the supplier agrees that the Personal Information may be disclosed by KTVR to third parties, including KTVR's affiliates, service providers and associates. Please note that if you withdraw your consent at any stage we may be unable to process your RFP/RFQ and/or continue to retain your details on the supplier database.

Yes ☐

No ☐

_____	_____	_____
Supplier Name	Date	Signature

Authorised representative, who warrants that he/she is duly authorised

ANNEXURE C

No.	A. Company experience related to the Project	Page Number	Tick if included
1	Number of years in the industry: A minimum of two (2) years' experience in the provision of annual report and financial statement publication services.		
2	Provide a minimum of two digital copies of the annual report previously produced by the service provider		
	B, Project Team	Page Number	Tick if included
1	Bidders must provide detailed CVs of the team members assigned to the project. Minimum number of experiences		
	C. Methodology and Project Plan of the Annual report and Financial Statement	Page Number	Tick if included
1	Methodology and Project Plan of the Annual report and Financial Statement.		
2	A comprehensive proposal that includes the scope of work for the Annual Report and Annual Financial Statements (including proofreading, editing, writing and timelines)		
	D. Graphic design (Look and feel, the aesthetics)	Page Number	Tick if included
1	Bidders must provide a design concepts aligned to the KTVR theme		
	E. Reference Letters	Page Number	Tick if included
1	Bidders must provide KTVR with three signed reference letters indicating that similar assignments that were successfully carried out. Each letter must be on a client letterhead and include but not limited to, a brief description of the service relating to annual report and financial statement project.		

END