



**sanedi**

South African National Energy  
Development Institute

**ERRATUM NOTICE 2**

**RFQ4723**

Bid Description	Date of tender	Closing date
<p><b>REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF EDITING, PROOFREADING, DESIGN, LAYOUT AND PRINTING OF ANNUAL PERFORMANCE PLAN (APP), ANNUAL REPORT (AR) AND STRATEGIC PLAN (SP) FOR A PERIOD OF THREE (3) YEARS.</b></p> <p><b><u>Erratum 1:</u></b> Kindly take note of the Strategic Plan specifications below;</p> <p>For more information on the bids, kindly contact Ms Nondumiso Buthelezi on <a href="mailto:enquiries.procurement@sanedi.org.za">enquiries.procurement@sanedi.org.za</a></p> <p>Working hours: 08:00-17:00 Mondays to Fridays.</p>	<p><b>22 January 2024</b></p>	<p><b>07 February 2024 at 11:00am</b></p>



**sanedi**

South African National Energy  
Development Institute

## ERRATUM NOTICE 2

	<b>SPECIFICATIONS</b>	<b>QUANTITY</b>
<b>Strategic Plan</b>	Design a cover for the Strategic Plan	1
	Design the layout of the SP. Design work should include format/style, the layout including typesetting, styling, colour, placement of photos/logo, etc. with due consideration of SANEDI's corporate identity manual	1
	Source suitable stock images to be used in the publication (as required)	Max 25
	Design of CD cover	1
	Language editing services to: <ul style="list-style-type: none"> <li>i. scrutinize the draft document and correct for errors in grammar, spelling, syntax, punctuation and use of English, and</li> <li>ii. edit the document to improve the flow, clarity and impact of the information presented</li> </ul>	
	Final proofreading of print ready copies	5 rounds
	Print annual performance plans to the following specifications: <ul style="list-style-type: none"> <li>i. A4 Portrait Books</li> <li>ii. 4pp Cover printed in full colour both sides on 250gsm Gloss Art.</li> <li>iii. Inside pages, text to be printed in full colour throughout on 128gsm x 120 pages matte.</li> </ul> Finishing: Perfect binding and trimmed to size and bulk packed.	100 copies
	Produce A4 colour print copies of the laid out document for final review and sign-off	3
	Provide one proof of the SP including cover, text and colour process for overall review and approval before printing	1
	Provide electronic copies of the SP on 3x CD and 1x USB	4
Courier 40 copies of the SP and one CD to Parliament (i.e. Parliament Street, Cape Town); 10 copies and one CD to the Department of Energy (Visagie Street, Pretoria); and 30 copies and one CD and USB at SANEDI Offices in Sandton)	100	