

Requesting Office: Magalies water Vaalkop plant	
Contact Person: Selina Maledu	
Contact Numbers: 014 597 4636	
Facsimile: N/A	RFQ – 10028127
E-mail address: quotationswest@magalieswater.co.za	

DATE ISSUE:07 September 2026

CLOSING DATE:11 September 26

PLACE OF DELIVERY: Magalies water Head office

For More information/query email quotationswest@magalieswater.co.za

Description/Specification	Quantity
ANNUAL REPORT SEE ANNEXURE A FOR SCOPE OF WORK NB : FAILER TO SUBMIT SAMPLE, NOTE THAT YOUR QUOTE WILL BE DISQUALIFIED	

RFQ Number must always be stated on the quotation.

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Quotations should be submitted on or before the Request for Quotation Deadline **Date by no later than 12h00** to the email below. Email: quotationswest@magalieswater.co.za.

No hand delivered quotations will be accepted, all quotations to be submitted to the email indicated on the RFQ.

1. Selection of Qualifying Quotation

The selection of the qualifying quotation will be at Magalies water's sole discretion. Magalies Water does not bind itself to accept any particular Quotation.

2. Documents required

ADMINISTRATIVE REQUIREMENTS REQUIREMENTS:

- Quotation must have CSD vendor number **or** CSD report
- Quotation must have RFQ reference number
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be a minimum of 30 days or more from the date of issue.
- Quotation with physical address, date, contact details and banking details.

MANDATORY REQUIREMENTS REQUIREMENTS:

- Quotation must be line with the specification.
- Quotations received after the closing date will not be accepted.

***NB All non-responsive bids will be rejected.**

3. EVALUTION OF QUOTATION

All Quotations with a rand value equal to or below R50 million, will be evaluated in terms of the PPR 2022 using the 80:20 Preference point system.

CRITERIA	POINTS
Price	80

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Specific goals	20
TOTAL	100 points

Specific goal	Number of points (80/20 system)	Means of verification
Black people ownership equity	5	Central Supplier Database (CSD) report
Women equity	3	Central Supplier Database (CSD) report
Youth equity	2	Central Supplier Database (CSD) report
Disability	2	Medical certificate or (CSD)
Promotion of small businesses Medium- 2 Points Small- 3 Points Micro- 4 Points Other- 0 Points	4	1. Central Supplier Database (CSD) report for transactions from rand value to R500 000.00. 2. Signed Financial Statements for transactions above R500 000.00
Locality Within 100km radius of where goods/service is required	3	Proof of address (tribal authority letter/ Lease agreement accompanied by municipal rates invoice/statement)
Military Veterans (MVA)	1	MVA force number/CSD
Total	20	

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4. TERMS & CONDITIONS

- 4.1. Quotations received after the closing date will not be accepted.
- 4.2. All costs to be included in the quotation.
- 4.3. Delivery must take place at the specified place.
- 4.4. Quotations to be valid for a minimum of 30 days or more from date of issue.
- 4.5. The Government Procurement General Conditions of Contract shall apply.

ANNEXURE A



REQUEST FOR QUOTATIONS

MAGALIES WATER ANNUAL REPORT 2025/26

DATE ISSUED: 07 September 2026

DEADLINE FOR SUBMISSION: 11 September 2026

1. Introduction & Background

Magalies Water (MW) is a Water Board, established under the Water Services Act, 1997 (Act 108 of 1997 as amended, WSA) which provides for the right of access to the basic water supply and the right to basic sanitation services. According to the Public Finance Management Act (Act No. 1 of 1999 as amended), it is classified as a schedule 3B State-owned Enterprise (SoE) and derives its mandate from the Department of Water & Sanitation.

The mandate of MW is to provide water services in terms of Section 29 and 30 of the Water Services Act which provides for the establishment of Water Boards and defines their primary and secondary function respectively.

The service area of Magalies Water is determined by the Minister in the Pienaars River and Crocodile River catchments. Also, as a Water Board, MW contributes to the socio-economic development of its service areas by providing and supplying bulk potable water services to Water Services Authorities, Water Service Institution and other users in the entire North West Province, parts of Limpopo and Gauteng Province.

The Head Office of MW is in Rustenburg.

In South Africa, Water Boards play an integral part of advancing achievement of water services delivery targets as set by government. Therefore, the role of MW in the water value chain, is to abstract, purify and supply potable water to Water Authorities, Water Service Institutions, and other users.

2. Scope

MW is required in terms of the Public Finance Management Act (Act 1 of 1999) as amended, to submit an Annual Report on the activities of the entity during the financial year ended 30 June 2025, including the financial statement of the entity after those statements have been audited; as well as once the Auditor General's Report on those Statements would have been received. As such MW requires the following services:

- Design, layout and printing of the Annual Report
- Proofreading and editing of the Annual Report

- **Professional/Corporate Photography session for 30 people for images to be used into the final report**

- Propose three designs for the overall look and feel, for which MW will choose the best option.
- Printing of covers and inside pages according to the approved design that would include appropriate formatting of the content and agreed upon paper quality and types.
- Paper material – Outside cover – matt laminated; 300gsm; inclusive of UV spot varnish unless otherwise stated during the project.
- Paper material – inside pages – 135gsm matt; HiQ
- Binding – Pur binding
- Quantity- 100 copies
- Provision of five (5) mock hard copies with actual design, look and feel as well as dimensions and finishing for ExCo and Board approval before going on full capacity production of the Annual Report.
- Presentation of the final draft to ExCo for comments and inputs
- The final Magalies Water Annual Report (Soft Copy) to be in full color and delivered by the 30 October 2026. While the Hard Copy should be delivered by no later than 13 November 2026.

The above needs to be read closely with the Summarised Technical Specification later in this document.

3. Description of the Services Scope Brief

Below is a high level / minimal expectation of the final report's outlook. Service Providers can propose an innovative approach that could give better product.

3.1 Editing Services

- 3.1.1 Edit grammar and spelling on the content of the proposed Annual Report.
- 3.1.2 Proof reading – 10 x proof reading required for ±200 pages A5 square landscape (210mm x 210mm) document. Estimated number of words - ***To be shared at the compulsory virtual briefing meeting***

3.2 Layout and Design Information

- 3.2.1 Number of pages – not exceeding 200. The 200 includes graphics (graphs/ charts/maps/figures)

- 3.2.2 Size – A5 square landscape (210mm x 210 mm)
- 3.2.3 Graphics – designs of graphs and graphics to be included

3.3 Printing Specification

- 3.3.1 Outside Covers - full colour both sides gloss or matt with UV spot varnishing; 300gsm
- 3.3.2 Inside pages – printed full colour on 135gsm matt; HiQ
- 3.3.3 Binding – section sewn & perfect bound (pur binding)
- 3.3.4 100 hard copies

3.4 Delivery Date

- 3.4.1 Design Concept of cover and overall look and feel – **07 September 2026**
- 3.4.2 First draft editing – editorial amendments on word document **10/11 September 2026**
- 3.4.3 Second – editorial amendments on word document – **18 September 2026 (Special ExCo submission 1)**
- 3.4.4 Third – editorial amendments on word document – **28 September 2026 (Special ExCo submission 2)**
- 3.4.5 First designed colour proof – **02 October 2026**
- 3.4.6 Second designed colour proof – **02 October 2026 (ExCo submission 3)**
- 3.4.7 Final designed colour proof and **09 October 2026**
- 3.4.8 Fourth – editorial amendments on word document/editable design – **16 October 2026 (ARC Meeting)**
- 3.4.9 Sign-off printer's proof – 29 October 202
- 3.4.10 **Printing – 21 October – 29 October 2026**
- 3.4.11 **Delivery Date** to Magalies Water Head Office Rustenburg – **30 October 2025**, time 16h00 pm.

4. Project Lead Timelines Summarised

In terms of the milestones, the draft Annual Report should be provided to ExCo for approval before the **Audit Committee Meeting on 16 October 2026** in preparation for submission to the **Board of Magalies Water on 29 October 2026 for final approval.**

These Board Meetings' dates might be tighter but all will be firmed up with the successful Service Providers.

5. Request for Proposals

MW hereby invites Service Providers to submit quotations to, including disbursements, edit, layout, design and print the Annual Report for the Financial Year (FY) 2024/25. Service Providers are requested to itemize costs of service as well as the hourly rates of all individuals that will work on the project.

The Annual Report is to be written in MW's business language (English). Ability to understand the language used to be backed up by CVs of the Professionals with expertise in formatting / editing / representation of information to be provided for the Annual Report.

6. Proprietary Information

The information provided to the Service Providers for the Request for Quotations (RFQs) shall remain the intellectual property of MW. Information shared shall be kept confidential by the Service Providers including all Officials including their employees, agents and representatives the organisations. The Service Providers shall obtain written consent of MW prior to making any disclosures or publications or advertisements that refer to this specification or related information, be it in part or as a whole. This applies regardless of whether the recipient of this RFQ call would have responded or not.

The Service Provider shall cede to ownership of the end product format, look and feel / format and the latter shall become a property of MW that shall not be duplicated without the copyrighting process of authorisation.

7. Specifications

5.1 Technical specifications Consolidation

While the Service Providers may recommend additional content or items to be incorporated in the scope of the works, the quotations should fully address and respond to each of the following technical requirements:

Item	Description	Service Providers to explain/describe	Service Providers to provide
Cover Page Design / Layout and Presentation	- Design and layout for the cover page and content pages. - Draft samples of the cover page of the Annual Report in full colour is required - Number of pages not exceeding 200 including cover. - Incorporate the audited financial statements from the AGSA. - Artwork, colour schemes aligned to Corporate Identity Manual - A5 square landscape (210mm x 210mm) - The majority of Tables and Graphs to be requested from MW	Service Providers to illustrate creativity and innovation on the content layout and cover page design – overall look and feel service presentation.	Service Providers to provide five (5) different samples of creative concepts for Annual Reports; this will inform the selection / decision making by MW. Previous Customers Reference Letters will be an advantage
Images	- MW to provide maps in GIS / high resolution. - Other images from the Service Provider to be also in high resolution	Service Provider apply manipulation / cropping of maps, photographs, etc.	N/A
Printing Finishing	- Size: In accordance to the size and page layout - Cover: 300gsm, gloss laminated inclusive of UV spot varnish - Inside pages: 135gsm matt; HiQ - Ink: Full colour throughout (CMYK) - Varnish: Outside cover matt laminated and spot UV varnished - Finish: Trimmed to size, collated, section sewn with drawn on cover - Transparency: 200gsm curious translucent, bright white	- Service Providers to illustrate the ability and experience in printing quality publications using advanced and existing printing techniques. - MW reserve the right to visit the printing premises for inspection purposes.	Service Providers to provide examples of previous publications / printed Annual Reports and samples of paper suitable for the cover and content text.
Quantity	✓ 100 printed copies ✓ HTML format for the websites	N/A	100 printed copies

5.2 Track record component

The Service Provider must furnish satisfactory evidence on their capability and capacity to provide professional service that is timely and will meet the set requirements that include the following:

- Provide MW with information that would assist to assess the Service Providers' capability, capacity, in-house skills, previous experience and samples of similar previous work.
- Provided that the Service Providers have got experience in the production and printing of Annual Reports or similar work, including a list of minimum five contactable references (Service Providers must include the name and surname, position of the referee, name of company, contact details, nature of the work performed and amount). MW will perform due diligence to ascertain validity of all references submitted.
- Provide names, qualifications, and certification of any outside specialists for language editing.

5.3 Cost proposal

The Service Providers must submit a comprehensive detailed line-by-line itemised budget showing total costs of the services including hourly rates of key personnel that are going to be involved in the proposed project. All assumptions in drawing the cost estimate such as travel rates; meeting rates if applicable and any other assumptions made in drawing up a budget must be included (disbursements).

6. Evaluation

6.1 Preference point system

Magalies Water shall apply an 80 (Price) and 20 (Specific Goals) preference point system in the evaluation of the RFQ. The minimum score for functionality will be 75%. Service Providers who do not meet the minimum score for functionality will not be considered for the second evaluation stage.

Service Providers must be registered on the national Company Supplier Database (CSD)

6.2 Functional evaluation

Evaluation of RFQ will be performed in two phases:

Phase 1: Functionality

Criteria	Weight
Technical Criteria (75)	
Design & layout and presentation: Service Providers to provide five (5) samples of previous creative concepts for Annual Reports, not older than four (4) years. Indicative graphics / formats, layout options, charts, financial statements and tables to accompany the quotations. Presentation of cover in final state and artworks of prior work will be key. Company profile to be attached	45
Printing: Service Providers to illustrate clearly their printing ability and experience of printing good quality publications applying necessary and relevant printing techniques by providing samples of previously produced annual reports	30
Track record and experience (25)	
Curriculum Vitae (CVs) of project team members and / or of external experts, if some parts of the services are going to be outsourced with contactable references.	5
Experience of a minimum of seven (7) years on similar projects and the ability to meet project requirements.	15
Reference clients that MW can source testimony of service from (Provided official reference letters or name with full contact details / whichever is easier will assist).	5

Phase 2: EVALUATION

Criteria	Weight
Specific Goals	20
Price	80

6.3 Bids must meet the following requirements;

- Each proposal must contain a comprehensive company profile.
- Certificate of BEE compliance or certificate of exemption to BEE compliance.

- Company registration certificate.
- Company Tax clearance certificate.
- Proposals must be hand delivered or couriered in a sealed envelope.
- All costs related to submission of proposals as per these requirements shall be at own expenses.
- Proposals that do not meet all requirements, do not satisfy all key specifications and evaluation criteria, will be disqualified.
- If appointed, ***MW will not be making any advance payments i.e. prior to completion of the project and delivery of final Annual Report.***
- Appointment will be subject to provision of printer references if printing services are outsourced.
- Service providers must prove that they have services of a professional proofreader and editor.
- Submission of previous work done and contactable references.

7. Enquiries

8. All communication and enquiries relating to this RFQ must be submitted in writing to: quotationswest@magalieswater.co.za with "Magalies Water 2025/26 Annual Report" as the subject. For Supply Chain Management related enquiries, communication must be submitted in writing to quotationswest@magalieswater.co.za

9. Medium of Communication

All documentation submitted in response to this RFQ must be in English.

10. Verification of Documents

Respondents must check their documents for completeness. MW will not be liable for any missing or poorly organised or duplicated pages.

11. General Terms and Conditions

MW is entitled to:

- Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQ before the indicated closing date.
- All respondents, to whom the RFQ documents would have been issued, will be advised in writing of such amendments, on time.
- Verify the information contained in the Quotation.

- Not to appoint any Service Provider.
- Vary, alter, and/or amend the terms of this RFQ at any time prior to the finalisation of the quotations' adjudication.
- An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a proposal.
- Call the Service Providers for a presentation if MW deems it so fit.
- MW reserves the right not to accept the lowest proposal or any proposal in part or in whole.

12. Submission of providing samples of previously produced annual reports

Samples must be submitted to the following address:

Magalies Water
38 Heystek Street
Rustenburg
0300

**NB: FAILER TO SUBMIT SAMPLES TO ABOVE MENTIONED ADDRESS
YOUR QUOTE WILL BE DISQUALIFIED**

On Friday, 11 SEPTEMBER 2026 at 12:00