

	ANNUAL REPORT RFQ 01/2026
Quote Description:	APPOINTMENT OF A SERVICE PROVIDER FOR THE PRODUCTION OF THE LAW SOCIETY OF SOUTH AFRICA (LSSA) ANNUAL REPORT 304 Brooks Street Menlo Park 0102
Closing Date and Time:	7 OCTOBER 2026 - 13H00
Contract Period	6 months (starting from the appointed date)
High Level Summary of Requirements:	
Response Documents are Delivered via emails:	EMAILS ADDRESS: Thandeka Monica Mpanyana (monica@lssa.org.za) Electronic Submission: Bidders must use the bid reference number: ANNUAL REPORT RFQ 01/2026, as the subject line when submitting proposals.
Bidding procedure enquiries may be directed in writing to:	Thandeka Monica Mpanyana (monica@lssa.org.za)

REQUEST FOR QUOTATION

APPOINTMENT OF A SERVICE PROVIDER FOR THE PRODUCTION OF THE LAW SOCIETY OF SOUTH AFRICA (LSSA) ANNUAL REPORT

Graphic Design, Content Development, Editorial Services, Layout, Digital Production and Printing

Contract Period: As specified by LSSA / Annual Reporting Production Cycle

1. BACKGROUND

The Law Society of South Africa (LSSA) is the representative organisation of the attorneys' profession in South Africa. Its mandate includes advocacy and representation, professional development, access to justice, thought leadership and support for a strong, ethical and accessible legal profession.

LSSA's Annual Report is an important governance, accountability and stakeholder communication document. It provides an annual record of the organisation's activities, performance, governance, strategic priorities, programmes, financial position and contribution to the legal profession and broader society.

The Annual Report must therefore combine **accurate corporate reporting with effective communication and high-quality visual presentation**.

LSSA seeks to appoint a suitably qualified and experienced service provider to manage the end-to-end production of its Annual Report, including creative concept development, content support, editorial services, graphic design, data visualisation, layout, proofreading, digital production and printing.

The appointed service provider will be required to work closely with LSSA management, relevant departments and designated representatives throughout the production process.

2. PURPOSE OF THE RFQ

The purpose of this RFQ is to appoint a service provider with demonstrated annual-report production capability to produce a professional, credible and visually compelling LSSA Annual Report.

The final Annual Report must:

- reflect the LSSA brand and institutional identity;
 - communicate LSSA's mandate, strategy and achievements clearly;
 - present governance and performance information accurately;
 - communicate financial and operational information in an accessible manner;
 - incorporate appropriate graphics, charts, photographs and infographics;
 - provide a coherent narrative across the report;
 - meet professional corporate-reporting standards;
 - be suitable for digital and print distribution; and
 - be delivered within the approved production schedule.
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3. OBJECTIVES

The appointed service provider will be required to:

1. Develop a creative concept and visual theme for the Annual Report.
 2. Translate the approved concept into a consistent report design.
 3. Provide editorial, writing, editing and proofreading support.
 4. Structure and present supplied content in a clear and accessible manner.
 5. Design and produce charts, graphs, tables, infographics and other data visualisations.
 6. Integrate financial, operational and narrative content into the final report.
 7. Ensure consistency of language, tone, typography, layout and visual identity.
 8. Coordinate the production process from initial concept through to final approved artwork.
 9. Produce print-ready and digital versions of the final report.
 10. Provide professional printing and finishing services where required.
 11. Provide editable source files and final digital files to LSSA.
 12. Deliver the project within the agreed production timetable.
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4. SCOPE OF SERVICES

4.1 Creative Concept and Art Direction

The service provider must develop a creative concept for the Annual Report that:

- reflects LSSA's institutional identity;
- supports the organisation's strategic positioning;
- communicates the year's key achievements and priorities;
- creates a strong visual narrative;
- provides a consistent look and feel throughout the report; and
- is appropriate for both professional and public audiences.

The bidder must submit either:

- up to three proposed Annual Report concepts for consideration; **or**
- three examples of comparable Annual/Integrated Reports previously produced.

Where LSSA provides an approved theme or concept, the appointed service provider must develop the report in accordance with the approved direction.

4.2 Annual Report Design and Layout

The service provider will be responsible for the complete graphic design and layout of the Annual Report.

The design must include:

- cover design;
- contents pages;
- section dividers;
- page layouts;
- headings and sub-headings;
- tables;
- charts;
- graphs;
- infographics;
- photographs;
- pull-out statistics;
- timelines where appropriate;
- governance information;
- financial information; and
- other visual elements required to create a cohesive publication.

The final design must be consistent throughout the report and suitable for professional printing and digital distribution.

4.3 Content Development, Editing and Editorial Services

The service provider must provide appropriate editorial support to ensure that the Annual Report is:

- clear;
- concise;
- accurate;
- consistent;
- professionally written;
- accessible to its intended audiences; and
- aligned with the LSSA corporate tone and terminology.

Services must include:

- content structuring;
- copywriting where required;
- editing;
- substantive editing where required;
- copy-editing;
- proofreading;
- consistency checks;
- grammar and language checks;
- cross-referencing;
- headline and sub-heading development;
- captions;
- pull quotes;
- introductory text; and
- editorial recommendations.

LSSA will provide the primary source information, data and approved institutional content.

The service provider must not alter substantive factual or financial information without LSSA approval.

4.4 Executive and Leadership Messages

The service provider must provide editorial support for key leadership messages, which may include:

- President/Chairperson's message;
- CEO's message;
- other leadership messages approved by LSSA.

The service provider may be required to conduct interviews with designated LSSA representatives to inform the development and refinement of these messages.

All final messages will remain subject to LSSA approval.

4.5 Financial and Operational Information

The service provider must be able to work with financial and operational information supplied by LSSA.

The service provider must:

- incorporate approved financial information into the report;
- ensure financial tables and figures are correctly presented;
- develop appropriate charts and visualisations;
- ensure consistency between narrative and financial information;
- ensure that financial information is not distorted through design; and
- incorporate the approved Annual Financial Statements or relevant financial content where required.

The service provider will not be responsible for the audit or verification of LSSA's financial information.

LSSA will provide approved financial information.

4.6 Data Visualisation, Graphs and Infographics

The service provider must convert supplied data into professionally designed:

- graphs;
- charts;
- tables;
- infographics;
- icons;
- diagrams;
- timelines; and
- other appropriate visual representations.

The purpose is to make complex information easier to understand while maintaining complete factual accuracy.

All graphs and visualisations must be approved by LSSA before finalisation.

4.7 Photography and Image Management

The service provider must provide image-management support for the Annual Report.

Where required by LSSA, this may include:

- image selection;
- image retouching;
- colour correction;
- image sourcing; and
- image licensing.

Where stock photography is proposed, the service provider must ensure that images are appropriately licensed for LSSA's intended use.

4.8 Content and Design Amendments

The service provider must accommodate reasonable amendments throughout the production process.

This includes amendments arising from:

- LSSA review;
- management review;
- governance review;
- financial review;
- legal/compliance review;
- proofreading;
- factual corrections; and
- final approval.

Bidders must clearly state in their quotation the number of design/content amendment cycles included in the price and any additional charges that may apply.

4.9 Printing

The final print preparation will be required, however, there will be no requirements for the service provider to print, what is requested is that the annual report be print ready:

- correct paper stock;
- report size;
- cover specifications;
- finishing; and
- special effects,

The bidder must provide a detailed printing specifications.

4.10 Cover and Finishing

The service provider must propose appropriate cover and finishing options aligned to the approved Annual Report concept.

Where applicable, options may include:

- matt or gloss lamination;
 - spot UV;
 - raised UV;
 - foil;
 - embossing/debossing;
 - die-cutting;
 - special paper stocks; and
 - other professional finishing techniques.
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4.11 Proofs and Approval

The service provider must provide a complete digital proof for LSSA approval before final production.

4.12 Digital Annual Report

The service provider must produce a high-quality digital version of the approved Annual Report.

The final digital report must be supplied in:

- high-resolution PDF for digital distribution;
- print-ready PDF; and
- other agreed digital formats where required.

The digital report must be optimised for:

- website publication;
- email distribution;
- electronic stakeholder distribution; and
- digital archiving.

Where required, the bidder may propose an interactive/digital Annual Report solution as an optional service.

4.13 Editable Source Files

The appointed service provider must provide LSSA with editable final production files, including:

- InDesign files;
- linked artwork;
- approved graphics;
- charts and infographics;
- relevant image files;
- fonts where legally transferable; and
- other production assets required for future editing or archiving.

All third-party licensed material must be clearly identified.

5. ANNUAL REPORT CONTENT FRAMEWORK

The final report structure will be confirmed by LSSA.

The report may include, as applicable:

1. Cover.
2. Contents.
3. President/Chairperson's message.
4. CEO's message.
5. About LSSA.
6. LSSA mandate and strategic priorities.
7. Organisational overview.
8. Governance and leadership.
9. Operational performance.
10. Professional Affairs.
11. Advocacy and representation.
12. Access to justice initiatives.
13. Legal education and professional development.
14. LEAD activities and performance.
15. De Rebus.
16. Membership and stakeholder activities.
17. Transformation and professional development.
18. Key programmes and initiatives.
19. Stakeholder engagement.
20. Communications and media.
21. Human resources and organisational development, where applicable.
22. Financial performance.
23. Annual Financial Statements or approved financial information.
24. Performance against strategic objectives.
25. Key statistics and highlights.
26. Future priorities.
27. Appendices and supporting information.

The final content structure will be agreed with LSSA.

6. PRODUCTION PROCESS

The appointed service provider must manage the Annual Report production process through the following stages:

Stage 1: Project Initiation

- project briefing;
- confirmation of scope;
- production schedule;
- content requirements;
- responsibilities;
- approval process.

Stage 2: Content Development

- content review;
- interviews where required;
- editorial development;
- information structuring;
- data requirements.

Stage 3: Creative Development

- concept;
- visual direction;
- cover;
- sample pages;
- design approval.

Stage 4: Design and Layout

- full report layout;
- graphics;
- charts;
- photographs;
- financial information;
- infographics.

Stage 5: Review and Editing

- editorial review;
- proofreading;
- LSSA review;
- amendments;
- factual verification.

Stage 6: Finalisation

- final artwork;
- final approval;
- print-ready files;
- digital files.

Stage 7: Printing and Delivery

- print ready;
- quality control;

7. PROJECT MANAGEMENT

The appointed service provider must nominate a dedicated project manager who will serve as the primary point of contact for LSSA.

The project manager will be responsible for:

- project coordination;
- production schedule;
- meetings;
- deadlines;
- document management;
- version control;
- review cycles;

- communication with LSSA;
- coordination of design, editorial and printing teams; and
- final delivery.

The bidder must provide a detailed project plan showing:

- key activities;
- milestones;
- dependencies;
- LSSA inputs required;
- review points;
- approval dates; and
- final delivery date.

8. MINIMUM SUPPLIER EXPERIENCE

The service provider must demonstrate:

- minimum three (3) years' experience in annual report production;
- experience producing corporate, institutional or integrated annual reports;
- experience in graphic design and corporate publications;
- experience in editorial and proofreading services;
- experience in data visualisation and infographics;
- experience in print production;
- capacity to manage tight production deadlines; and
- experience working with professional, public-sector, regulated or similar organisations will be advantageous.

9. MANDATORY SUBMISSION REQUIREMENTS

Bidders must submit:

1. Company profile.
2. Minimum three years' relevant experience.
3. At least three examples of comparable Annual/Integrated Reports.
4. At least three client reference letters relating to comparable annual-report projects.
5. Portfolio demonstrating graphic-design capability.
6. Proposed creative/design approach.
7. Editorial and content-development methodology.
8. Data visualisation capability.
9. Printing capability.
10. Proposed project team.
11. CVs of key personnel.
12. Project implementation plan and production timetable.
13. Quality assurance methodology.
14. Digital production capability.
15. Pricing schedule.
16. CIPC registration documentation.
17. SARS Tax Compliance Status.
18. VAT registration details, where applicable.

19. B-BBEE certificate/sworn affidavit, where applicable.
 20. Bank confirmation letter.
 21. Director/member identification documentation where required.
 22. Any additional documentation required by LSSA's procurement process.
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10. REQUIRED PROJECT TEAM

Bidders must provide details and CVs for the personnel who will be assigned to the project.

The proposed team should include, as applicable:

Project Manager / Account Lead

Responsible for overall project coordination and client management.

Creative / Design Director

Responsible for creative concept, visual identity and overall design quality.

Editorial Lead / Writer

Responsible for content development, writing and editorial structure.

Editor / Proofreader

Responsible for copy-editing, proofreading and consistency.

Graphic Designer

Responsible for report layout, graphics, charts and visual elements.

Data Visualisation / Infographics Specialist

Where applicable, responsible for translating information and data into accessible visual formats.

The bidder must clearly state the role, experience and availability of each team member.

11. QUALITY ASSURANCE

The appointed service provider must implement quality-control procedures covering:

- factual accuracy;
- spelling and grammar;
- consistency;
- page numbering;
- cross-references;
- tables and figures;

- financial data presentation;
- image quality;
- colour;
- print specifications;
- digital files;
- hyperlinks where applicable; and
- final artwork.

The bidder must describe its quality-assurance process in its proposal.

12. CONFIDENTIALITY AND INFORMATION SECURITY

The appointed service provider may receive confidential organisational, financial, governance, operational and stakeholder information.

The service provider must:

- maintain strict confidentiality;
- protect LSSA information;
- restrict access to authorised project personnel;
- use secure file-transfer methods;
- maintain version control; and
- not disclose or use LSSA information for any purpose other than the contracted services.

All confidential information must be returned or securely deleted upon completion where required by LSSA.

13. INTELLECTUAL PROPERTY

All final Annual Report artwork and materials specifically developed for LSSA under the contract must be provided to LSSA in editable and final formats, subject to the terms of the appointment.

The service provider must disclose:

- third-party material;
- stock images;
- fonts;
- software;
- licences;
- templates; and
- other intellectual-property restrictions.

Any third-party licence required for LSSA's continued use must be clearly identified and costed.

14. PRINTING SPECIFICATIONS

Bidders must provide a detailed printing specification including:

- report size;
 - paper stock;
 - cover stock;
 - page stock;
 - colour specification;
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15. PRICING SCHEDULE

Category	Deliverable	Quantity	Unit Price	Total
A	Creative concept and art direction	1		
A	Annual Report design and layout	1		
B	Content development/copywriting	1		
B	Editorial services	1		
B	Editing and proofreading	1		
C	Data visualisation/graphs	As required		
C	Infographics	As required		
D	Photography/photo shoot	As required		
D	Image sourcing/retouching	As required		
E	Digital proof	1		
F	Final print-ready artwork	1		
F	Digital Annual Report PDF	1		
F	Editable source files	1		
H	Additional services	As required		
	SUB-TOTAL			
	VAT			
	TOTAL			

Bidders must clearly identify:

- assumptions;
 - exclusions;
 - number of amendment rounds included;
 - stock image costs;
 - travel costs;
 - courier/delivery costs;
 - third-party licensing costs; and
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16. DISQUALIFICATION / NON-RESPONSIVENESS

A submission may be regarded as non-responsive where the bidder:

- fails to provide mandatory documentation;
- does not meet the minimum experience requirements;
- fails to provide required references;
- fails to provide comparable Annual Report examples;
- fails to provide the required methodology;
- fails to provide a project plan;
- fails to provide the required project team information;
- submits incomplete pricing;
- submits inaccessible supporting evidence;
- materially deviates from the required scope;
- submits after the closing date/time;
- provides materially false or misleading information; or
- fails to comply with LSSA procurement requirements.

17. TECHNICAL EVALUATION

Evaluation Criterion	Weight
Relevant Annual Report experience	15
Quality and relevance of previous Annual/Integrated Reports	20
Creative and graphic design capability	15
Understanding of LSSA and approach to Annual Report production	10
Content development, editorial and proofreading capability	10
Data visualisation and infographic capability	10
Project methodology and production plan	10
Proposed team and capacity	5
Quality assurance and digital production capability	5
TOTAL	100

Recommended technical threshold: 60/100.

18. PERFORMANCE MANAGEMENT

The appointed service provider will be evaluated against:

- adherence to the approved project plan;
 - quality of creative design;
 - quality of editorial services;
 - accuracy and consistency;
 - responsiveness to LSSA;
 - adherence to agreed timelines;
 - quality of data visualisation;
 - print quality;
 - digital production quality;
 - effectiveness of project management; and
 - successful delivery of the final Annual Report.
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19. EXPECTED FINAL DELIVERABLES

The appointed service provider must deliver:

1. Approved Annual Report creative concept.
 2. Final Annual Report design.
 3. Edited and proofread Annual Report content.
 4. Approved charts, graphs and infographics.
 5. Final digital PDF.
 6. Editable source files.
 7. Final artwork package.
 8. Printed copies in the quantity specified by LSSA.
 9. Digital archive of relevant production assets.
 10. Final project handover documentation.
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20. CONTRACT PERIOD AND DELIVERY

The Annual Report production will be undertaken in accordance with the production schedule agreed between LSSA and the appointed service provider.

The bidder must propose a realistic production timetable from appointment through to final delivery.

The proposed timetable must clearly identify:

- project initiation;
- content submission;
- interviews;
- concept development;
- design approval;
- first draft;
- editorial review;
- LSSA review;
- amendments;
- final approval;
- proofing;

The service provider must demonstrate the capacity to work within **tight annual-report production deadlines**.

21. EXPECTED OUTCOME

LSSA expects the appointed service provider to produce an Annual Report that is:

Accurate + Professional + Accessible + Visually Compelling + Governance-Compliant + Reflective of the LSSA Brand.

The final publication must effectively communicate LSSA's annual performance, strategic contribution, governance, programmes and financial information while presenting the organisation as a professional, credible and forward-looking institution.

22. LSSA RIGHT TO AMEND THE SCOPE

LSSA reserves the right, in accordance with its procurement requirements and the applicable terms of the RFQ, to:

- amend the scope;
- clarify specifications;
- adjust quantities;
- request additional information;
- accept or reject proposals; and
- withdraw or amend the RFQ where necessary.

Any material changes to scope following appointment will be managed in accordance with the applicable contractual and procurement requirements.

23. SUBMISSION REQUIREMENTS SUMMARY

The bidder's submission must contain, at minimum:

Requirement	Mandatory
Company profile	Yes
Minimum 3 years' relevant experience	Yes
Three comparable Annual Report examples	Yes
Three reference letters	Yes
Proposed methodology	Yes
Project plan/timeline	Yes
Proposed team and CVs	Yes
Design capability portfolio	Yes
Editorial capability	Yes
Data visualisation capability	Yes
Pricing schedule	Yes
CIPC documentation	Yes
SARS Tax Compliance Status	Yes
B-BBEE documentation, where applicable	Yes
VAT documentation, where applicable	Yes
Bank confirmation	Yes
Director/member documentation where required	Yes

24. CONCLUSION

LSSA seeks a service provider capable of managing the Annual Report as a complete professional publication rather than solely as a graphic-design or printing assignment.

The successful bidder must demonstrate the ability to integrate **content, editorial quality, design, data presentation, corporate reporting, digital production** into one coordinated production process.

The appointed service provider will be expected to work collaboratively with LSSA to ensure that the final Annual Report accurately reflects the organisation's performance and institutional contribution while meeting a high standard of professional presentation.