



CRICKET SOUTH AFRICA

INVITATION TO BID

BID DESCRIPTION: Provision of Editing, layout and design – including printing of *A Year's View of SA Cricket* for a period of 3 years

BID NO: CSA/26/2021/22

CSA is the national governing body for the sport of cricket in South Africa and administers all aspects of South African cricket, men and women, both in the professional and amateur spheres.

NATURE OF SERVICE REQUIRED

Cricket South Africa ("CSA") would like to invite suitably qualified creatives to submit proposal for the provision of Editing, layout and design – including printing of *A Year's View of SA Cricket*. Interested bidders should have at least 3 years proven company records within the creative and layout and design industry

THE SCOPE OF WORK:

The successful service provider shall be responsible for the production of the *A Year's View of SA Cricket*

Responsibilities

- a. To present to concept for the end-to-end production of *A Year's View of SA Cricket*
- b. Establishment of the editorial committee to be approved by CSA;
- c. To submit a production schedule to CSA prior to work commencement.
- d. To work very closely with all CSA agencies towards the collation of content, images and footage for the sole purpose of the production of the *A Year's View of SA Cricket*.
- e. To present a page plan to CSA prior to work commencement.
- f. To write and commission articles for the *A Year's View of SA Cricket*.
- g. To source photographs and the relevant content and edit the *A Year's View of SA Cricket* and to deliver the final copy for distribution.
- h. To coordinate the launch of the publication to stakeholders and assume responsibility for the publicity and marketing of the *A Year's View of SA Cricket*.
- i. Editor to coordinate the sale of the *A Year's View of SA Cricket* with the relevant vehicle outlet as proposed by same, in order to ensure that the project yields commercial value to CSA and is financially self-sustainable in three years.

- j. Editor to source a suitable project sponsor (for the production and distribution of the *A Year's View of SA Cricket*) to ensure that the project is able to sustain beyond the current contracting period;
- k. An over-riding commitment by the Service Provider to promote the interests of South African cricket.
- l. Final draft of the publication to be signed off by CSA prior to print;

Content of the *A Year's View of Cricket*

- m. Reports and full scores of all international matches played by the Protea teams during the period covered by the *A Year's View of SA Cricket*, together with averages for all series or tournaments.
- n. Reports and full scores of all provincial first-class matches played under the auspices of CSA during the season under review, together with averages for all provincial teams.
- o. Reviews and full scores of all provincial limited-overs matches played under the auspices of CSA during the season under review.
- p. Reviews and summarised scores of Senior Provincial matches, together with averages of all competing teams.
- q. Reviews and full scores of all official international matches played by the Proteas Men's team, the Proteas Women's team and the South Africa Under-19 team;
- r. Reviews and scores in brief of official tournaments played under the auspices of CSA, including national club championships, women's provincial tournaments and CSA age group weeks.
- s. Averages and career records for South African international, first-class and senior provincial players.
- t. A Who's Who containing brief biographical details of South African international, first-class and senior provincial players.
- u. A Who's Who containing brief biographical details of umpires on the CSA provincial and international panels.
- v. Obituaries of notable cricket personalities.
- w. Fixtures for the forthcoming season.
- x. Feature articles and editorial comment by the Editor.
- y. Feature articles on ex-players and comment by the editor.
Feature article on the cricket development pipeline and transformation and comment by the editor.
Profiles of all Winners of the CSA Awards.

PAYMENT, OBTAINING OF BID DOCUMENTS AND DEADLINE

Bid documents can only be obtained on presentation of proof of payment to hlengiwem@cricket.co.za

- **Non- Refundable deposit is payable for the bid document:** R 1 150.00 (Incl. Vat), One Thousand One Hundred and Fifty Rands only. Payable through EFT on the Following Banking Details:
Bank: Standard Bank
Branch: 004305
Account No: 001640267
Ref: CSA/26/2021/22
- **Obtaining of Bid Documents:** provide proof of payment to hlengiwem@cricket.co.za before or by Thursday, 09 September 2021.

- **Closing date for questions:** Thursday, 09 September 2021.
- **Closing Date and Time for Bid Submissions:** Monday, 13 September 2021 @12:00 PM. The bids must be sent electronically to hlengiwem@cricket.co.za. **NB:** *It is the responsibility of the bidder to ensure that all parts of the bid submission have been delivered by the closing date and time.*

CONTACT DETAILS

All Enquiries: Ms. Hlengiwe Madondo, SCM, email: hlengiwem@cricket.co.za