



Physical address:
Platreef Mine on N11 opposite Tshamahansi Village
Correspondence address:
Private Bag X2468, Mokopane, 0600
T. +27 15 491 0600
www.ivanplats.com

REQUEST FOR EXPRESSION OF INTEREST

Ivanplats (PTY) LTD is issuing this Request for Expressions of Interest to attract interested suppliers from the **Mokopane Community** to participate in the tendering process for the Quarterly 16-Page Magazine for Ivanplats Mine.

Scope of Work: Quarterly 16-Page Magazine for Ivanplats Mine

Introduction

Ivanplats' Mine is currently soliciting EOI's from qualified vendors to produce a quarterly magazine tailored to meet the diverse informational needs of our stakeholders. This information would relate to health, safety, environment, communications, operations, employees and other important information relating to Ivanplats operations. This document delineates the specific requirements that potential vendors must adhere to in order to be considered for this project. Interested parties are invited to submit their EOI in accordance with the stipulated guidelines.

Objective

The primary goal of this project is to create a quarterly 16-page magazine that effectively addresses the interests and concerns of Ivanplats Mine stakeholders. Stakeholders include but are not limited to employees, contractors, local communities, regulatory bodies, and investors.

Team Composition

Vendors must provide a comprehensive team consisting of experienced in-house writers, experienced designers, illustrators, copy editors, a creative director, and client service personnel. Each team member should possess a robust background of a minimum of 5 years' experience in their respective fields, with a demonstrated understanding of mining-related content and industry-specific issues.

Tools and Resources

Vendors must have access to essential design and editing software, such as full Adobe Creative Cloud licensing. Additionally, proficiency in project management and work management software, such as Asana, is required to ensure efficient project tracking and timely delivery of content.

Company Experience and Expertise

Prospective vendors should have a proven track record in producing multi-page magazines and newsletters for global mining houses. A portfolio showcasing examples of diverse work, primarily in mining magazines needs to be shared.

Testimonial letters from current and recent clients validating experience and quality of service are required. Experience in developing communications tailored to diverse workforces, including translations into various South African languages. Vendors must also demonstrate expertise in printing and distribution processes to ensure the magazine meets quality standards.

Approach

A visual-first approach should be adopted, prioritising the use of visual elements to enhance reader engagement and comprehension. Infographics and articles should be developed to appeal to the target audience and convey information effectively.

Timeline and Deliverables

Vendors must adhere to a quarterly production schedule with clear milestones and deadlines for content creation, editing, design, printing, and delivery. The magazine should be aligned with Ivanplats.

Mine's branding and messaging objectives and delivered in accordance with specified print specifications as per below.

Print Specifications:

Size: A4 portrait

Pages: 16 pages, including cover

Paper: 80gsm bond

Colour: Full colour

Stitching: Saddle stitched

Delivery: Mokopane, South Africa

Quality Assurance

Regular quality checks must be conducted throughout the production process to maintain editorial standards, visual appeal, and accuracy of information. Vendors should ensure that all content meets the highest quality standards before final delivery.

Communication and Collaboration

Effective communication channels should be established for feedback, updates, and approvals between the vendor and various stakeholders at Ivanplats Mine. Vendors must be readily available to assist with client requests and demonstrate a commitment to delivering high-quality service.



Budget and Resources

Allocation of resources, including manpower, software licenses, and print costs, should be carefully managed to ensure the successful execution of the project within the agreed budget parameters.

Feedback and Interaction

Provisions should be made for incorporating client feedback and making necessary revisions to continuously improve the magazine's quality and effectiveness.

IVANPLATS MINE QUARTERLY MAGAZINE - 16 PAGER FLAT PLAN TEMPLATE	
PAGES	THEME
Cover	Article related image
2	Crew of the quarter
3	Leadership message
4	Safety infographic related major hazards and risks on the mine
5	
6	Community Project #1
7	Community Project #2
8	Key operational statistics infographic
9	Health focus infographic
10	Community Project #3
11	Community Project #4
12	Important news article
13	Social Development Goals
14	Environmental article infographic
15	Community success story
Back page	Safety-related article



**PLEASE NOTE: THIS IS NOT A REQUEST FOR QUOTATION OR PROPOSAL. PLEASE DO NOT
SUBMIT ANY PRICES AT THIS STAGE**

Information to be submitted by prospective Suppliers:

- Completed and Signed Letter Of Interest
- ID Copies of all shareholders/members
- Business Profile
- Proof of residence of shareholders/members (PTO)
- Company Registration Documents (CK)
- SARS Tax Clearance Certificate

Additional Information also required:

- Company Experience
- Team Experience
- Printing and Distribution Expertise
- Testimonials and References

Information given by the prospective Supplier shall be treated in strict confidence.

Kindly note that this Request for Expressions of Interest does not amount to any contractual obligation on the part of Ivanplats, and that Ivanplats is not obliged to invite Requests for Proposal or Tenders from any or all who express interest by responding to this Request for Expressions of Interest.

Any information and/or documentation given and later found to be incorrect shall lead to disqualification of the prospective Supplier.

The prospective Supplier is responsible for all cost associated with preparation and submission of their Expression of Interest.

Canvassing will lead to automatic disqualification of the prospective Supplier.

Closing Date: 22 May 2024 at 15H00

Please submit Expressions of Interest and all supporting documents by dropping off a hard copy, in an envelope sealed and addressed to **“Quarterly 16-Page Magazine for Ivanplats Mine”** in the Ivanplats Tender box situated at Ivanplats Mine X 1 Gate at Security.

Late submission will not be acceptable. Any application(s) received after the closing date will be considered as late and disqualified.

For additional Information please contact Marius Geldenhuys at mariusg@ivanplats.com



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Company or Individual Name	
Shareholders/Members Details	
Community	

I confirm that I am interested in submitting a tender and attending a future briefing session (if applicable) to be held by Ivanplats.

Name

Signature

Date

