

RFQ : 27/3/2018 ANNUAL REPORT

SPECIFICATIONS

Please quote on the **ASSAF ANNUAL REPORT 2018/19**

DESIGN AND PRINT

FORMAT: Printing size: A4 Portrait

PRINT RUN: **150**

Estimate: 124 pages content + 4 p Cover

- Concept, design and development of Annual Report cover (4pp)
- Concept, design and development of all collages for divider graphics (EST 8 pp)
- Graphic design and layout of content, including graphs, organograms and financial statements
- All printed full colour throughout
- Supply of all stock photography on hand, excludes purchasing of additional stock photography
- Supply of 2 x colour proof sets and 2 sets author's corrections after 1st layout
- Text and cover printed with machine varnish throughout
- Cover printed on 300gsm Hi-Q Titan Plus Matt
- Text printed on 135gsm /128gsm Hi-Q Titan Plus Matt
- Finishing: Perfect bind square back

Packing and delivery to TWO addresses in Pretoria,

ONE address in Cape Town (Parliament) **OVERNIGHT DELIVERY**

All technical queries may be directed to Ms Patsy Scholtz at patsy@assaf.org.za

Deadline for Quote: **13 April 2018**

Deadline for Delivery: **31 July 2018 (TBC)**

EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications and 80/20 B-BBEE price point'

SUPPORTING DOCUMENTATION

- Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE)
- Must be tax compliant.
- Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non Vat Vendor please indicate so.
- ASSAF has the right to withdraw any quotation at any time within the validity of the quotation. ASSAF will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.