

RFQ : 25/April/2018 Design and Layout

SPECIFICATIONS

Please quote on the **Design and layout**

Visual and Performing Arts Group Peer Review Report

Deliverable – PDF for WEB

Size: A4

EST: 26 657 words/100 pp + Cover

- Concept, design, and development of report cover
- Graphic design and layout of content
- Supply of all stock photography
- Supply of 2X colour proof sets

Deadline for Quotes: **2 May 2018**

Deadline for delivery: **TBC**

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

EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications and price.

SUPPORTING DOCUMENTATION

- 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.