

RFQ: 04October2021/IIDMIMILaunch

SPECIFICATIONS

Design & Layout and Printing of the Proceedings Report: The Launch of the National Roll Out of the Municipal Innovation Maturity Index (MIMI): A tool to measure innovation in municipalities

1. Design & layout

Deliverable – PDF for WEB

Size: A5

EST: 9626 words/24pp + Cover

- Concept, design, and development of report cover
- Graphic design and layout of content
- Supply of all stock photography (5 images)
- Supply of 3X electronic proof sets

2. Printing: 150 copies

Format: A5

Pages: 24 + cover

Colour: Full colour

Bind: Saddle stitch

Paper: HQ (or similar)

Cover: 200gsm

Inner: 135gsm

Deadline for Quotes: **11 October 2021**

Deadline for delivery: **TBC (2 weeks after allocation of supplier)**

All technical queries may be directed to communications@assaf.org.za

Submissions to be directed to scm@assaf.org.za

EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications and where applicable 80/20 PPPFA price point's evaluation.

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.

REQUIREMENTS TO SUBMIT QUOTATION

- Organisational profile
- Two (2) examples of similar work
- Two (2) x recent reference letter of similar work