

RFQ:8July2021/AnnualReport

ASSAf Annual Report 2020/2021

DESIGN

Deliverable: PDF

FORMAT: A4 Portrait

Estimate: 132 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
- Supply of all stock photography on hand, excludes purchasing of additional stock photography
- Supply of 2 x electronic proof sets and 2 sets author's corrections after 1st layout

Deadline for Quote: **15 July 2021**

Deadline for Delivery: **13 August 2021**

REQUIREMENTS AND CONDITIONS

- 3 Examples of similar publications (electronic version)
- 3 letters of recommendations

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

All SCM queries may be directed to scm@assaf.org.za

EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications and where applicable B-BBEE price point'

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.