

RFQ : 23March/2020/QUEST

SPECIFICATIONS

DESIGN AND LAYOUT X 4 VOLUMES: 16.2, 16.3, 16.4, 17.1

Layout & design Quest magazine x 44 pages including cover
A4 with bleed

PDF proofs until final

Layout and proofreading with editor over 2-4-week period

Delivery of final print-ready PDFs

All the final images in jpeg/png format as well as the final copy (text) in Word format.

Redrawing of graphics where necessary

Design a subscription form and advertorial rate-card once a year.

Providing the PDFs of individual articles for website, themed banners quarterly.

1. Pdf version of full copy
2. Pdf version of each individual article
3. Metadata embedded as part of each individual pdf file

The banner and cover page images:

1. Mail newsletter specs for banner: 629 x 233 pixels (png/jpeg)
2. Banner for blog post: 763 x 143 pixels (png/jpeg)

Deadline for Quotes: **30 April 2020**

Deadline for delivery: **QUARTERLY**

All technical queries may be directed to Mr Tsepo Majake at tsepo@assaf.org.za

All SCM queries may be directed to Ms Lebo Makgae at lebo@assaf.org.za

EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications and where applicable 80/20 PPPFA, B-BBEE price point will apply

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.
- Completed SBD Forms
- 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.