

RFQ: 10/May/2021/QUEST

SPECIFICATIONS: DISTRIBUTION

The Quest magazine is sent by post to various addresses across the nine provinces, below are provinces and number of addresses receiving the magazine. We are jealously guarding the distribution list and will appreciate a quotation based on a standard postage of a magazine to addresses in each of the provinces specified below. The quotation should include mailroom activity and postage.

Volume 17.2, 17.3, 17.4 and 18.1

School	Province	Address
	EC	614
	WC	179
	NC	109
	FS	206
	GP	462
	KZN	1214
	LP	780
	MP	359
	NW	255
PUBLIC LIBRARIES	ALL NINE	127
SUBSCRIBERS	ALL NINE	900
TOTAL to distribute by post		5205

- **The printer delivers to your address to begin distributing to addresses that we will provide on a quarterly basis.**
- **Public libraries are national and regional libraries in SA.**
- **Subscribers are all national, no international addresses.**

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

Deadline for Quotes: **17 May 2021** (To accommodate the shutdown period)

Deadline for delivery: **QUATERLY**

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.