

RFQ : 28/February/2022/QUEST Design and Layout

SPECIFICATIONS

**DESIGN AND LAYOUT VOLUMES: 18.2, 18.3, 18.4, and 19.1 (2022/23)
19.2, 19.3, 19.4, and 20.1 (2023/24)**

Layout & design (8 editions over a 2 year time period)

- Quest magazine x 44/48 pages including cover (please provide quotations for 44 pages and 48 pages – two quotations)
- A4 Portrait with bleed
- PDF proofs until final
- Allow editor 2-4 weeks for proofreading
- Delivery of final print-ready PDFs
- Redraw of graphics where necessary
- 2x stock photographs per edition
- Quest provides high resolution images as well as the final copy (text) in Word format.
- 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: **8 March 2022**

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 scm@assaf.org.za

EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications and where applicable the 80/20 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.