

RFO: 28/February/2022/QUEST

SPECIFICATIONS: DISTRIBUTION

- Mailroom service: prepare address labels and package magazines according to the distribution list provided.
- Send magazines to 1016 addresses in all nine provinces, the addresses are schools, private subscribers and libraries.
- Send 3600 copies in boxes no need for packaging and mailroom by courier to science centres

Volume 18.2, 18.3, 18.4 and 19.1 (2022/23)
19.2, 19.3, 19.4 and 20.1 (2023/24)

Province	Numbers of addresses
Eastern Cape	276
Western Cape	88
Northern Cape	52
Free State	95
Mpumalanga	170
Public Libraries	112
Subscribers	301
Grand Total	1094 Ordinary postal system
Science Centres	14 Courier for 3600 copies in boxes

The science centers are in the following areas (Saldanha Bay, Bochum, Johannesburg, Nelson Mandela Bay, UKZN, University of Limpopo, University of Venda, George, Shongwe mission, Pretoria, Observatory: Cape Town, Sutherland, and Madibeng municipality.)

The printing company delivers to your address to begin distributing to addresses that we will provide on a quarterly basis.

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

Deadline for Quotes: 8 March 2022

Deadline for delivery: **QUATERLY**

EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications and where applicable 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.