

RFQ: 13Sept2022/IIDSTIUptakeGovernment

## SPECIFICATIONS

**Design & Layout and Printing of the Proceedings Report:** The Uptake of Science, Technology and Innovation by Sector Departments

### 1. Design & layout

#### **Deliverable – PDF for WEB**

Size: A5

EST: 9626 words/30pp + Cover

- Concept, design, and development of report cover
- Graphic design and layout of content
- Supply of all stock photography
- Redraw of graphics/diagrams
- **Supply of 3X electronic colour proof sets**

### 2. Printing: 50 copies

Deadline for Quotes: **23 September 2022**

Deadline for delivery: **TBC (2 weeks after allocation of supplier)**

All technical queries may be directed to [communications@assaf.org.za](mailto:communications@assaf.org.za)

Submissions to be directed to [scm@assaf.org.za](mailto:scm@assaf.org.za)

## EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications and where applicable 80/20 PPPFA price point's evaluation.

## SUPPORTING DOCUMENTATION

- Original/Certified 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.

## REQUIREMENTS TO SUBMIT QUOTATION

- Organisational profile
- Two (2) examples of similar work
- Three (3) referrals from other science entities
- Proof of knowledge of the South African science landscape
- Proof of capabilities in terms of similar text
- Name of the person who would manage the agreement and undertake the copy-editing