

**RFQ8Dec/2022/SAYASBOOK**

## **SPECIFICATIONS**

### **DESIGN, LAYOUT, E-BOOK AND PRINTING**

#### **DESIGN**

FORMAT: A4

NUMBER OF WORDS: 156 000 words/500 pages – Cover included

- Concept, design, and development of report cover (4pp)
- Graphic design and layout of content
- Full-colour throughout
- Supply of all stock photography (12)
- Supply of 3X electronic colour proof sets

#### **E-BOOK**

- Convert PDF's to electronic book (Issuu or similar)
- Provide link and download

#### **PRINT**

NUMBER OF COPIES: 5

FORMAT: A4

NUMBER OF PAGES:

- Inner: 496 pp
- Cover: 4 pp

PAPER:

- Inner: HQ or similar 100 gsm
- Cover: HQ or similar 300 gsm

BIND: PUR Binding/Perfect Binding

**Deadline for Quote: 15 January 2023**

**Deadline for Delivery: TBC**

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