

RFQ18April/2023/HumanRights

Human Rights Conference Material

SPECIFICATIONS

1. **Look and feel** for the conference
2. **Pull-up banner** (design and production) - executive roll-up, 850 x 2000
3. **3X Electronic invitation** (to be supplied in PDF and JPEG)
4. **Name tags** - template, insertion of names, printing and insertion into plastic sleeves. Supplier also to supply lanyards (blue) and plastic sleeves. 150 names
5. **Programme 1:** design and print of 50 programmes
A3 folded to A4, printed both sides, full colour, HiQ 135 gsm
6. **Programme 2:** design and print of 100 programmes
8 pages, Size A4, printed both sides, full colour, HiQ 135 gsm
7. **Programme 3:** design and print of 80 programmes
Size A4 folded to A5, printed both sides, full colour, HiQ 135 gsm
8. **Meeting pack:**
Print of 50 meeting packs, 50 pages each, PDF provided, black/white, Typex bond, ringbind

Deadline for quote: **08 May 2023**

Delivery: **1 June 2023**

All technical queries may be directed to communications@assaf.org.za

Submissions to be directed to 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.