



Applying scientific thinking  
in the service of society

RFQ: 28Nov/2024/S20

## **SPECIFICATIONS**

Event materials – S20

### **NAME TAGS**

- **Design, insert individual names and print**
  - Print run: 100
  - Print: Full colour, both sides
  - Format: 115w x 145h mm (Insert Dimensions)
- 200 name tag pouches (to fit 115w x 145h mm - Insert Dimensions)
- 200 Branded lanyards (white with full colour printing)

**Note:** Only 100 name tags will be printed for the February 2025 meeting. ASSAf will keep the other pouches and lanyards for the next S20 meeting later in 2025)

### **PROGRAMMES**

- **Design and print**
  - Print run: 100
  - Format: A4
  - Number of pages: 20
  - Paper: 135 gsm
  - Bind: Saddle stitch

### **FOLDERS**

- **Design and print**
  - Print run: 200
  - Print: full colour
  - Paper: 350 gsm (gloss)
  - Format: to accommodate A4 documents
  - Die:



## BANNERS

- **Design, print and production**
  - 6 x roll-up banners
  - 1x Digital Printing Warpknit Heavy Banner Triga Go 6m x 2m (h) Wall Prints Double Sided Separate prints for front and back. **Note:** We have the Triga-Go system and just need the design and print.
  - 2x 3m x 2.25m, Dye-Sublimation Full-Colour Print, 100% Polyester Material. **Note:** We have the system and just need the design and print.

## PENS

- Number: 200
- Colour: white
- Print: Full colour
- Style (see below – or similar)

**Pen Triga Go**  
Fabric: Aluminium Stock Code: BM0105 Item No: GFT-18-OM

**FEATURES** ⌵  
Size: 3.7cm | 1 cm Diameter  
Original push-button mechanism ball pen  
Jumbo cartridge and blue ink  
SMETA

**SELECTED COLOUR : White**

Select a Colour to see the relevant size & quantity [Size Guide](#)

Size	Quantity
Available	Incoming Reserved External
B	B B G
STD	0 0 10000

Download Product PDF

## CONFERENCE BAGS/RUCK SACKS

- **200 ShweShwe ruck sacks** (see below or similar)



### GOLF SHIRTS

- o 60 golf shirts (see below or similar)
- o ASSAf logo embroidered in one colour
- o Sizes from small to XXL



Deadline for quote: **6 December 2024**

Delivery: **20 February 2025**

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 Tax compliance, specifications and pricing.

### SUPPORTING DOCUMENTATION

- A quotation for the service. Costs should include VAT and quotations must reflect a cost breakdown where applicable.
- A service provider should comply with the specifications.
- A valid Tax Compliance Status Pin and signed SBD forms should accompany the quotation.
- Copy of a valid enterprise registration.
- Copy of the latest CSD Report.

### PLEASE NOTE:

- Quotations must be emailed to SCM at the email address, [scm@assaf.org.za](mailto:scm@assaf.org.za).

- Quotations should be valid for at least 30 days.
- 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 bid invitation at any time within the validity period.

**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.**