

RFQ: 22/7/2025/SAYAS

Design and production of marketing material for SAYAS.

Please note that the images provided are just examples and to guide the supplier as to expectations.

SPECIFICATIONS

2 x SAYAS roll up banners – Design and production



2 x SAYAS tablecloth (ASSAf and DSTI logos included)

1830mm wide x 760mm deep x 740mm high

300 SAYAS branded pens



300

SAYAS branded 30 cm rulers



50 X SAYAS branded notebooks (high quality for members)



200 X SAYAS branded calculators



200 x highlighters (branded)



400 SAYAS branded lanyards (blue)



150 x SAYAS pins



Deadline for quote: **31 July 2025**

Deadline for delivery: **26 August 2025**

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 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.
- 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.