

RFQ: 27/January/2026/QUEST

SPECIFICATIONS: DISTRIBUTION OF 14 000 COPIES OF QUEST MAGAZINE FOR THREE YEARS

- **Mailroom service: prepare address labels and package magazines according to the distribution list provided by ASSAf quarterly**
- **Send 13 900 copies in boxes (approximately 100 copies per box), via courier to Science Centres, NGOs, national libraries and universities**
- **Send 100 copies to the subscribers and advertisers**

Distributed volume(s): 22.2, 22. 3, 22.4, and 23.1 (2026/27)
23.2, 21.3, 21.4, and 24.1 (2027/28)
24.2, 24.3, 24.4, and 25.1 (2028/29)

Courier boxes of Quest magazine to 51 Science Centre, NGOs, 22 national libraries, 26 universities and subscribers nationwide. The science centres are in the following areas (Saldanha Bay, Bochum, Bloemfontein, Durban, Johannesburg, Nelson Mandela Bay, Secunda, Randburg, Ferndale, Westville, Polokwane, Phalaborwa, Makhanda, Thohoyandou, George, Shongwe mission, Pretoria, Pietermaritzburg, Observatory, Cape Town, Sutherland, Potchefstroom, Mahikeng, Mothibistad, Sebokeng, Umlazi, Umbongotwini, Vredenburg, Tongaat, KwaDukuza, Mandeni, Ntuzuma, Richards Bay, Tembisa, Braamfontein, Newcastle, George, Uitenhage, Rhodes University, Giyani, Hermanus, Tzaneen, Cofimvaba, Mamelodi, Soweto, Nkomazi, KwaMhlamvu, Nelspruit and Florida. **The distribution list can be provided upon request.**

NB: The distribution list grows as we are looking to distribute to as many organisations that promote STEM as possible
The printing company will deliver to your address to distribute to the addresses we provide every quarter.

Deadline for Quotes: 13 February 2026

Deadline for delivery: QUARTERLY

All technical queries may be directed to Mr Magick Maphanga at Magick@assaf.org.za

All SCM queries may be directed to Ms Madidimalo Rambau at Didi@assaf.org.za or 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.