

RFQ: 27 January 2026/QUEST Print

SPECIFICATIONS

Printing x 4 volumes per financial year: **22.2, 22.3, 22.4 and 23.1 (2026/27)**

23.2, 23.3, 23.4 and 24.1 (2027/28)

24.2, 24.3, 24.4 and 25.1 (2028/29)

Artwork : Designed PDF files supplied.

Size : 275 mm deep x 210 mm wide. (A4)

Print run : **Pages : 48 pages (self-cover)**
Option 1 **Paper : 150 GSM GLOSS ART**

Print run : **Pages : 44 pages (self-cover)**
Option 2 **Paper : 150 GSM GLOSS ART**

Finishing : Cover: Overall Gloss UV Varnish one side only

- Send printed copies to two addresses (ASSAf offices and the distributor). We are not able to provide the address for the distributor as yet.
- Delivery of printer proofs to design specialists and ASSAf.
- Delivery of printed 14000 to the distributor in Johannesburg/Pretoria (variable).
- Delivery of 1000 copies to ASSAf in Pretoria (variable).
- Two quotations, one for 44 pages including cover and another for 48 pages including cover.

Print run: 15 000 copies per quarter/publication

Print run per annum: 60 000 copies for three years

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.