

RFQ:23June2025/AnnualReport

ASSAf Annual Report 2025/2026

Deliverable: PDF for web

FORMAT: A4 Portrait

Estimate: 150 pages

- Concept, design and development of Annual Report cover (4pp)
- Concept, design and development of all collages for divider graphics (EST 8 pp)
- Graphic design and layout of content, including graphs, organograms and financial statements
- Supply of all stock photography on hand, excludes purchasing of additional stock photography
- Supply of 2 x electronic proof sets and 2 sets author's corrections after 1st layout

Deadline for Quote: 6 July 2025

Deadline for Delivery: TBC

REQUIREMENTS AND CONDITIONS

- 3 Examples of similar publications (electronic version)
- 3 letters of recommendations

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

All SCM queries may 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.
- ASSAf has the right to withdraw any quotation at any time within the validity of the quotation.