

RFQ 29/9/2026/Coffee-table book

SPECIFICATIONS

PDF for WEB & 100 printed copies

DESIGN, LAYOUT AND PRINT

Element	Specification
Quantity	100 copies
Trim size	297 × 210 mm (A4 landscape)
Pages	160 pp full colour
Interior paper	150 gsm silk or matte art paper
Text-block binding	Smyth-sewn/Thread sewn binding
Cover type	Printed hardcover (full-colour paper wrap)
Boards	1800 micron
Cover finish	Soft-touch or matte lamination
Endpapers	150 gsm
Dust jacket	None
Process	Offset lithography

Delivery: One address in Pretoria

Quote deadline: 8 October 2026

Delivery: **27 November 2026**

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.

- 2 Reference letters of similar recent work done
- 2 Examples of similar work (coffee-table/celebratory publications)

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.