



INVITATION TO SUBMIT QUOTATIONS

PROJECT NAME: CONTRACTING OF SERVICE PROVIDER FOR GRAPHIC DESIGN SERVICES

Closing date for the submission of quotations: 05 February 2026 @ 11:00 am

Please provide us with Quotations for contracting of service provider for graphic design services.

Item / Quantities	Description
As per the attached Terms of Reference	CONTRACTING OF SERVICE PROVIDER FOR GRAPHIC DESIGN SERVICES.
	<p>To be considered responsive, quotations must satisfy the following responsiveness criteria:</p> <ul style="list-style-type: none">• The quotation must be properly received, on or before the closing date, meeting the time limit requirements properly and fully completed and signed;• Service providers will be expected to submit an itemised quotation, with specific mention of any exclusions;• Quotations to be inclusive of VAT (for VAT-registered suppliers)
Submissions	<p>All technical enquiries regarding the Terms of Reference can be directed to: Dr Colette Tennison E-mail addresses: Tennison.c@qcto.org.za</p> <p>All submissions can be directed to: Supply Chain Management E-mail addresses: RFQ@qcto.org.za</p>

Kindly attach the following when sending in your response:

- Quotation.
- Recent CSD report (Check the tax status before sending).
- Valid BBBEE certificate or Sworn Affidavit.
- Duly Completed SBD Forms.
- Bank Confirmation Letter.