



## INVITATION TO SUBMIT QUOTATIONS

**PROJECT NAME: THE SPECIFICATION FOR THE CONCEPT LAYOUT, DESIGN, EDITING, BINDING, AND PRINTING OF THE QCTO STRATEGIC PLAN, ANNUAL PERFORMANCE PLAN, AND THE ANNUAL REPORT FOR THREE YEARS.**

**Closing date for the submission of quotations: 09 January 2026 @ 11:00 am**

Please provide us with Quotations for the concept layout, design, editing, binding, and printing of the QCTO strategic plan, annual performance plan, and the annual report for three years.

Item / Quantities	Description
As per the attached Terms of Reference	<b>THE SPECIFICATION FOR THE CONCEPT LAYOUT, DESIGN, EDITING, BINDING, AND PRINTING OF THE QCTO STRATEGIC PLAN, ANNUAL PERFORMANCE PLAN, AND THE ANNUAL REPORT FOR THREE YEARS</b>
	<p>To be considered responsive, quotations must satisfy the following responsiveness criteria:</p> <ul style="list-style-type: none"> <li>• The quotation must be properly received, on or before the closing date, meeting the time limit requirements properly and fully completed and signed;</li> <li>• Service providers will be expected to submit an itemised quotation, with specific mention of any exclusions;</li> <li>• Quotations to be inclusive of VAT (for VAT-registered suppliers)</li> </ul>
<b>Submissions</b>	<p>All technical enquiries regarding the Terms of Reference can be directed to: Ms Hilda Mathidza <b>E-mail addresses:</b> <a href="mailto:Mathidza.h@qcto.org.za">Mathidza.h@qcto.org.za</a></p> <p>All submissions can be directed to: Supply Chain Management <b>E-mail addresses:</b> <a href="mailto:RFQ@qcto.org.za">RFQ@qcto.org.za</a></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.