



**SUPPLY CHAIN MANAGEMENT**  
**Room K 016**  
**FIRST AVE ENTRANCE**  
**TEL :051 – 4477771 x 2306**  
**FAX-2-E-MAIL: 086 729 6757**  
**E-MAIL : quotation@pacofs.co.za**

**INVITATION FOR A QUOTATION REFERENCE NUMBER:**  
**RFQ021307ANNUALREPORT2023**

Kindly provide PACOFs with a signed quotation for **Annual Report** as per specifications below. Please note that a non-tax compliant status on CSD at the date of the closing date of the RFQ will automatically disqualifies the quotation.:

The specifications on the **Annual Report** are as follows:

- Design and proofreading of the annual report
- Printing of 30 copies
- X5 CD's uploaded annual report

The draft annual report in its present word format is approximately 100 pages (including cover) based on Arial 8 pt font. It includes tables and numbers. A copy of the last year annual report is available on request for reference purposes.

- The design must be A4 size page, full colour and back-to-back. --+ 90 pages inclusive of the cover pages.
- Pages must be printed in full colour and back-to-back.
- The cover pages must be printed on glossy paper Hg 300 gm.
- Inside pages must be printed on glossy paper Hg 113 gm.
- The binding method must be perfect bound.

For Inquiries, contact Maseeta Makgabane: 051 447 7771/ [maseeta@pacofs.co.za](mailto:maseeta@pacofs.co.za)

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a valid tax clearance and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable with regards to Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

### **VERY IMPORTANT NOTICE!**

1. **PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.**
2. **PAYMENT WILL BE DONE 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.**
3. **BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.**
4. **PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.**
5. **THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).**
6. **IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.**
7. **NO CESSIONS WILL BE SIGNED.**
8. **A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.**
9. **QUOTATIONS SHOULD BE VALID FOR 30 DAYS.**
10. **PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.**
11. **PLEASE DO NOT INFLATE PRICES.**

### **CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:**

**FRIDAY, 21 JULY 2023 at 11h00**

**Please submit quotation via E-mail to [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za)**

**No late submission will be accepted!**