

**TITLE: REQUEST FOR QUOTATION FOR THE PRINTING OF THE SOL PLAATJE 150 AND THE LOVE THE POST BOX STAMP ISSUES IN THE 2026 STAMP PROGRAMME**

## **1. SCOPE**

This specification covers the requirements for Pressure Sensitive Adhesive (PSA) postage stamps in stamp sheet format designed for the capabilities of South African printers, including the Government Printing Works (GPW), Pretoria.

## **2. NORMATIVE REFERENCES**

### **2.1 SPECIFICATION**

The latest issues of the following specification forms part of this document:  
SAPO - L – 0051 – Labelling requirements, postage stamps.

## **3. REQUIREMENTS**

### **3.1 GENERAL**

**3.1.1** This request is for the printing, finishing, quality checking and packaging of the above-mentioned stamp issues as outlined in the specifications below.

The stamps, stamp sheet and booklet sizes for 2026 differ in design and size (see stamp size, paragraph 3.3.1).

### **3.2 PAPER AND TOOLS**

**3.2.1** Vellum Extra (uncoated) Self Adhesive Paper 74 g/m<sup>2</sup> - Plain Back – Permanent. Please see Annex A for details.

### **3.3 STAMP DETAILS:**

**3.3.1 SIZE:** Details of the stamp, stamp sheet and booklet sizes can be seen in Annex A. However, a variance of 1% in either axis shall be acceptable to permit the utilisation of current equipment. Details of any proposed changes must be included in the bid document.

**3.3.2 FORMAT:** The orientation of the stamp to the stamp sheet is shown in Annex B.

**3.3.3 ARTWORK:** The artwork, which shall remain the property of the Post Office, shall be shared via cloud transfer such as Adobe Creative Cloud, Google Drive or Dropbox.

**3.3.4 PRINTING:** Four (4) colours: CMYK plus pigmented foil stamping.

#### **3.3.5 PRINT QUANTITY:**

- **Sol Plaatje 150:**
  - Mini-booklets: 30 000 booklets of 2x stamps each = 60 000 single stamps. Printed booklets shall be guillotined and folded to booklets of 2 stamps each.
  - Stamp sheets: 45 000 stamp sheets of 4x stamps each = 180 000 single stamps.
- **Love the Post Box:**
  - Booklet: 25 000 stamp booklets 10x stamps each = 250 000 single stamps. Printed booklets shall be guillotined and folded to booklets of 10 stamps each.

**3.3.6 FOILING:** As a security measure against forgery and as decorative enhancement, foil stamping in metallic or pigmented foil according to the design provided by Philatelic Services shall be applied to each stamp on the stamp sheet.

**3.3.7 QUALITY:** The colouring and clarity of design of the stamps must be identical to the final proof

approved by the South African Post Office, Philatelic Services, or its representative

Stamps which are of inferior quality as regards reproduction, centring of design, or in any other respects contrary to bid, may be rejected.

If micro text at a minimum point size of 0,5pt form part of the design, it shall be printed in one pantone spot colour to be clearly legible under a magnifying glass.

**NOTE: All suppliers of the postage stamp paper shall have ISO 9000 accreditation.**

### **3.3.8 PROOFS**

- 3.3.8.1** The artwork for the printing of the stamps shall be shared via cloud transfer –such as Adobe Creative Cloud, Google Drive or Dropbox – by the Philatelic Services of the South African Post Office Limited.
- 3.3.8.2** In exceptional situations where the artwork detail is sensitive, the ORIGINAL artwork may be delivered to the printer for colour matching.
- 3.3.8.3** The successful bidder will be required to provide two (2) accurate colour match proof prints to the South African Post Office Limited, Philatelic Services, Cnr James Drive & Moreleta Street, Silverton, Pretoria 0084.
- 3.3.8.4** Philatelic Services will provide approval of the proofs by an electronic mail message, where after printing can commence.
- 3.3.8.5** Upon completion of printing, the successful bidder will return the original artwork (if applicable) and six (6) machine proofs to Philatelic Services to the address indicated under 3.3.8.3. If these items are returned together with delivery of the final product, the items shall be packed separately and clearly marked for the attention of the Senior Graphic Designer of Philatelic Services.

### **3.3.9 CUSTOM-MADE TOOLS**

- 3.3.9.1** Cross- and long-cut perforation dies as specified in Annex A
- 3.3.9.3** Kiss-cut dies as specified in Annex A

## **3.4 STAMP SHEET AND BOOKLET DETAILS**

**3.4.1 SIZE:** As specified in Annex A

### **3.4.2 FORMAT:**

#### Sol Plaatje

- Booklet: Two (2) stamps per stamp mini-booklet shall be required and one stamp artwork shall feature twice in each mini-booklet.
- Stamp sheet: Four stamps per stamp sheet shall be required and one stamp artwork shall feature four time on each stamp sheet.

The positioning of the stamps in the mini booklet and on the stamp sheet shall be in landscape format. The size of one single stamp is 49 mm X 35 mm.

#### Love the Post Box

- Ten (10) stamps per sheet shall be required and two different stamp artworks shall each feature five times in stamp booklet.

The colour of the stamp sheet shall be identical in concept to the sample attached in Annex B. Printing recognition on stamp sheets to be located in salvage areas in the self-edge as follows:

- Date of printing
- Imprint of the Post Office logo in red (C-0; M-100%; Y-91%; K-0) and blue (C-100%; M-56%; Y-0; K-0)
- Imprint of supplier/printer – 6mm x 4mm. Height not more than 5mm.
- Barcode

See Annex B for size and configuration of stamp sheet.

### **3.5 PACKAGING AND LABELLING:**

**3.5.1 Guillotined stamp sheets and booklets** shall be delivered packed in boxes. The stamp sheets and booklets shall be despatched in boxes containing one hundred stamp sheets or booklets per box. The boxes shall be shrink-wrapped. Boxes to contain packaging label as indicated in Annex C. These boxes shall be packed 20 per carton and 5 cartons per container. Cartons shall contain a packaging label on which the following information shall be printed:

**Standard – Catalogue N° PHL220100 Quantity 400 Boxes with 100X Stamp Sheets of 6 stamps per box.**

The boxes shall have a cut-out to allow easy dispensing of booklets. See Annex C for details of cut-out. The design and construction of the box for the initial order shall be subject to approval by The South African Post Office.

The packaged stamps shall be packed into appropriate containers, which in turn shall be strapped to new wooden pallets. The pallets shall be of the 2-way type, measuring 1300mm X 800mm, fork entry shall be from the short sides. These pallets must be compatible with a pallet truck measuring 600mm across the outside of the forks.

The stacked pallet height, including the pallet shall not exceed 1700mm.

**3.5.2** The onus shall lie with the supplier to ensure that the method used for packaging will not impair the philatelic integrity of the printed product. Alternative packaging would be considered and details should be included in the proposal document. Cartons shall be labelled certifying the correctness of its contents.

**3.5.3 PACKAGING (SECURITY):** The stamps shall be securely packed and despatched in palletised containers which are appropriate for the production size and face value of the stamps. In addition to the normal tapes and other fastening methods, the containers shall be sealed with tamper evident tape which shall indicate clear evidence of tampering.

Notwithstanding the tamper evident seals, the containers shall be sealed in such a manner that they cannot be opened without visible damage.

Stamps despatched by airfreight shall be packed in wooden crates. Crates shall be individually strapped in a criss-cross manner with metal strapping. A seal shall be affixed to the strapping at the point of intersection at the top of each crate. Individual crates shall be securely strapped in a criss-cross manner with metal strapping to the pallet. A seal shall be affixed to the strapping at the point of intersection on the uppermost crate.

Stamps despatched in shipping containers shall be securely packed on pallets. Individual containers shall also be sealed in such a way that any form of tampering shall be visible. The shipping container shall be secured with security seals the numbers of which shall be forwarded to the Manager, Purchasing Department, prior to the stamps reaching their destination.

Full details of your security procedures indicating compliance and/or non-compliance to this specification shall be provided with your proposal.

## **NOTE:**

**Should failure of the above security procedures lead to verifiable loss of revenue by the South African Post Office the printer shall be liable for compensation to the South African Post Office of such loss of revenue as well as the cost of any investigation into the loss.**

## **4. INSPECTION:**

Free access to make an unannounced inspection of the process shall be granted to the South African Post Office personnel or any party nominated in writing to act on behalf of the South African Post Office at any time during operation of the printing production process.

## **5. SECURITY**

**5.1 BUILDING:** Physical security of the perimeter of the plant shall include perimeter security fencing with a check-in facility for visitors at the main gate (guardhouse), night security lighting, space detector burglar alarms and CCTV systems. Full details are to be provided in the quotation.

Access to the printer's premises for non-printing company employees shall be restricted. There shall be a visitor reception point outside of the work area and visitors shall not be allowed access to the work area without escort.

Exterior doors to the work area shall be closed at all times and locked to prevent access. This should not hinder fire escape and these doors should be on free exit.

In cases where the product is stored overnight, the area shall be covered by a monitored alarm system.

The product shall be wrapped and packaged as specified and pallets or cartons shall be stored in areas that staff does not have normal access to. See Annex C for details.

**5.2 PRINTING:** The ownership of proofs, printing plates and dies shall be vested with the South African Post Office. Such items may not be sold, destroyed, transmitted to any other person/s or otherwise disposed of without prior consent and approval of the South African Post Office or its authorised representative.

Following the destruction of such material, a certificate, certifying that all relevant material has been destroyed and signed by two authorised officers shall be forwarded to this office.

Stamp artwork is to be returned to the South African Post Office, Philatelic Services as soon as stamp printing is completed. The amount of raw material for the print run shall be recorded together with the expected quantity of finished product from the raw material.

The storage of stamp paper, printing plates and finished product shall be within a secured area inside the plant where unauthorised access is prohibited. Access to this area shall be controlled by an electronic access control system. The storage and disposal of waste shall take place in this area.

The amount of waste generated from each run shall be recorded and reconciled together with the start material and finished product.

The waste shall be kept separate from other waste product and the amount checked for accuracy as part of the reconciliation.

All waste shall be shredded on site and a certificate provided as a part of the reconciliation documentation. The waste shall be shredded at regular intervals during the printing of the product. No waste shall remain un-shredded at the end of each run, or at the end of each shift.

Any discrepancies in the reconciliation shall be reported to the South African Post Office, Senior Manager, Philatelic Services immediately upon discovery.

**NOTE:** Should failure of the above security procedures lead to verifiable loss of revenue by the South African Post Office the printer shall be liable for compensation to the South African Post Office of such loss of revenue as well as the cost of any investigation into the loss.

## 6. PRINTER'S SAMPLES:

The printer is entitled to retain no more than 10 stamp sheets per stamp issue for their own records/files.

These stamps are for record only and are not to be supplied to any other person except with written approval of The Senior Manager, Philatelic Services, South African Post Office.

## 7. TRANSPORTATION OF STAMPS

Details of the date on which the stamps will be ready for delivery shall be e-mailed to the South African Post Office. This notification shall be at least 2 days prior to the estimated date upon which the stamps shall be packed and ready for delivery.

## 8. GENERAL

The South African Post Office reserves the right to review the above measures from time to time.

<b>Soi Plaatje 150 – International Letter Rate</b>	
<b>Printer receives final print-ready layout</b>	<b>03 Jun 2026</b>
Dispatched from printer	29 Jul 2026
Delivery: Silverton, Pretoria	29 Jul 2026
<b>Date of issue</b>	<b>13 Aug 2026</b>

**Delivery address:**  
 Stamp Distribution Centre  
 Att: Minah Manamela  
 SA Post Office  
 Corner of James Drive and Moreleta Street  
 Silverton  
 Pretoria

<b>World Post Day – Love the Post Box Standard Postage</b>	
<b>Printer receives final print-ready layout</b>	<b>30 Jul 2026</b>
Dispatched from printer	24 Sep 2026
Delivery: Silverton, Pretoria	24 Sep 2026
<b>Date of issue</b>	<b>09 Oct 2026</b>

# ANNEXURE A-1

## Sol Plaatje 150 Mini-booklet specification A

### 2026 Stamp Programme Stamp Specs

## **150th Anniversary of Sol Plaatje's Birth**

### **Stamp Booklet - Self-adhesive**

#### **1. STAMP SHEET PRINT QUANTITY:**

30 000 booklets - 2x stamps per booklet

#### **2. STAMP AND BOOKLET SIZE**

**Stamp size:**

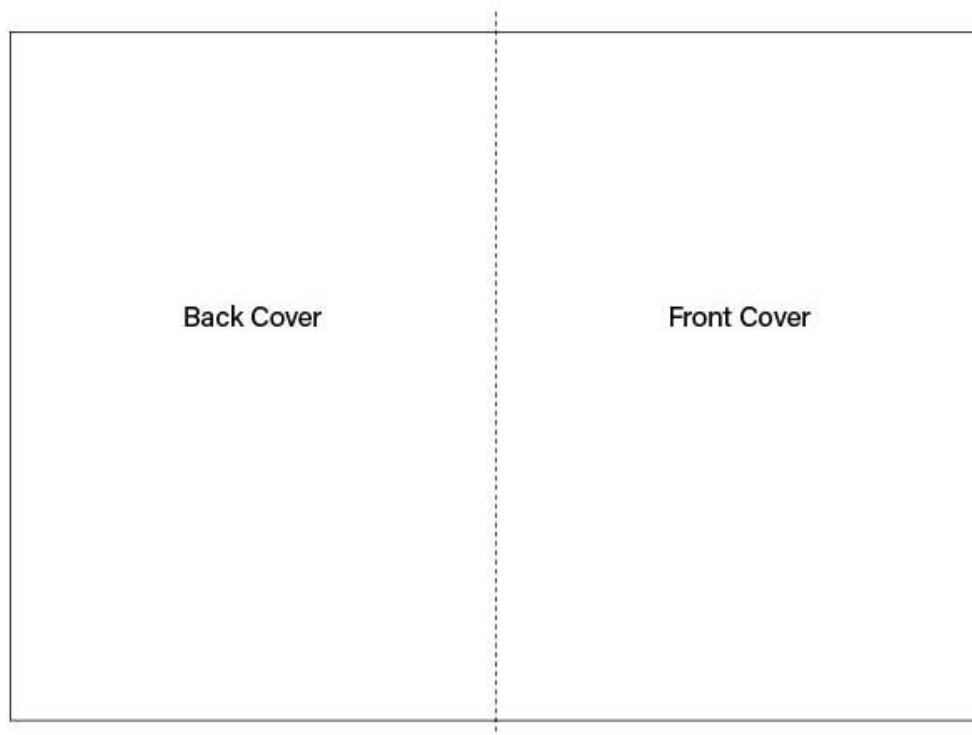
- 49 mm x 35 mm

**Booklet size:**

- Flat Size - A6: 148 mm x 105 mm
- Folded Size - 74 mm x 105 mm

*Booklet prints both sides: Size: A6 - 148 mm x 105 mm*

#### **Outside of stamp booklet - Flat open**



## ANNEXURE A-2

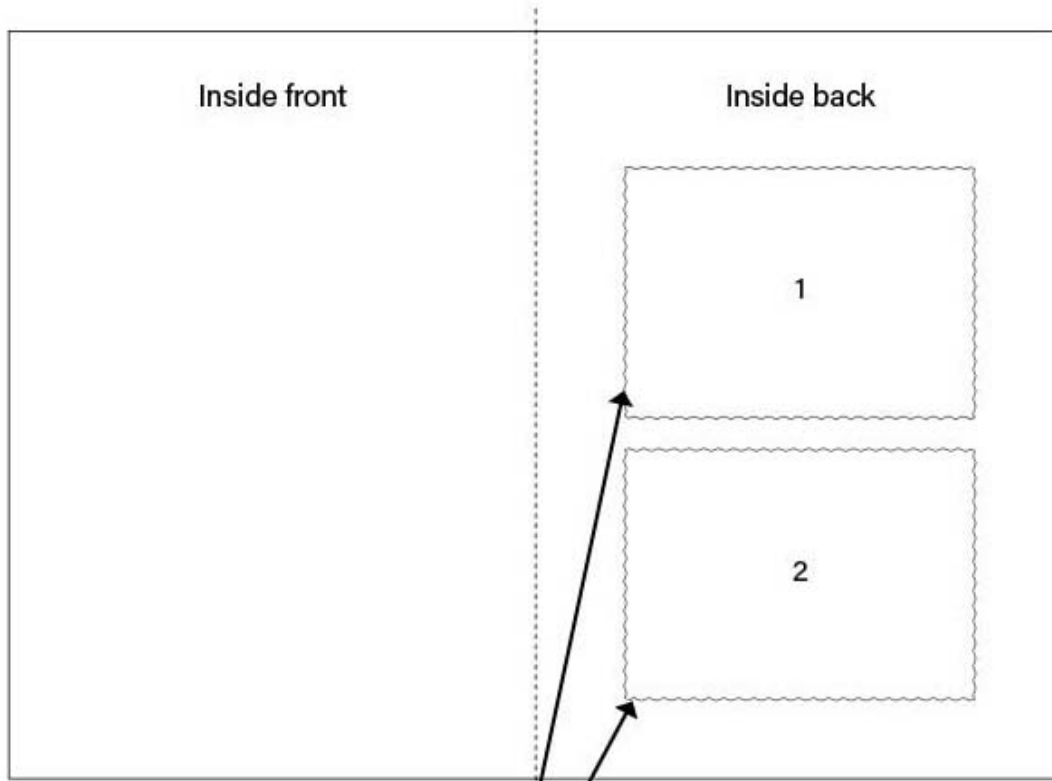
### Sol Plaatje 150 Mini-booklet specification B

# 150th Anniversary of Sol Plaatje's Birth

## Stamp Booklet - Self-adhesive

*Booklet prints both sides: Size: A6 – 148 mm x 105 mm*

**Inside of stamp booklet - Flat open**



#### **Finishing:**

- Kiss Cut →
- Foiling – Gold coloured
- Printed booklets **to be guillotined, folded** and delivered as booklets of **74 mm x 105 mm**

#### **Colour:**

- Process colour: CMYK + Gold-coloured foil

**Postal rate:** Registered Small Letter

### **3. PAPER SPECIFICATION - SELF-ADHESIVE PAPER:**

Vellum Extra (uncoated) Self Adhesive Paper 74 g/m<sup>2</sup> – Plain Back – Permanent.

<b>DEADLINES:</b>	
<b>Printer receives artwork &amp; layout</b>	<b>3 June 2026</b>
<b>Dispatched from printer</b>	<b>29 July 2026</b>
<b>Delivery: Silverton, Pretoria</b>	<b>29 July 2026</b>
<b>Date of issue</b>	<b>13 August 2026</b>

## ANNEXURE A-3

### Sol Plaatje Stamp Sheet specification

# 150th Anniversary of Sol Plaatje's Birth

## Stamp sheet - Self-adhesive

### 1. STAMP SHEET PRINT QUANTITY:

45 000 booklets - 4x stamps per sheet

### 2. STAMP AND STAMP SHEET SIZE

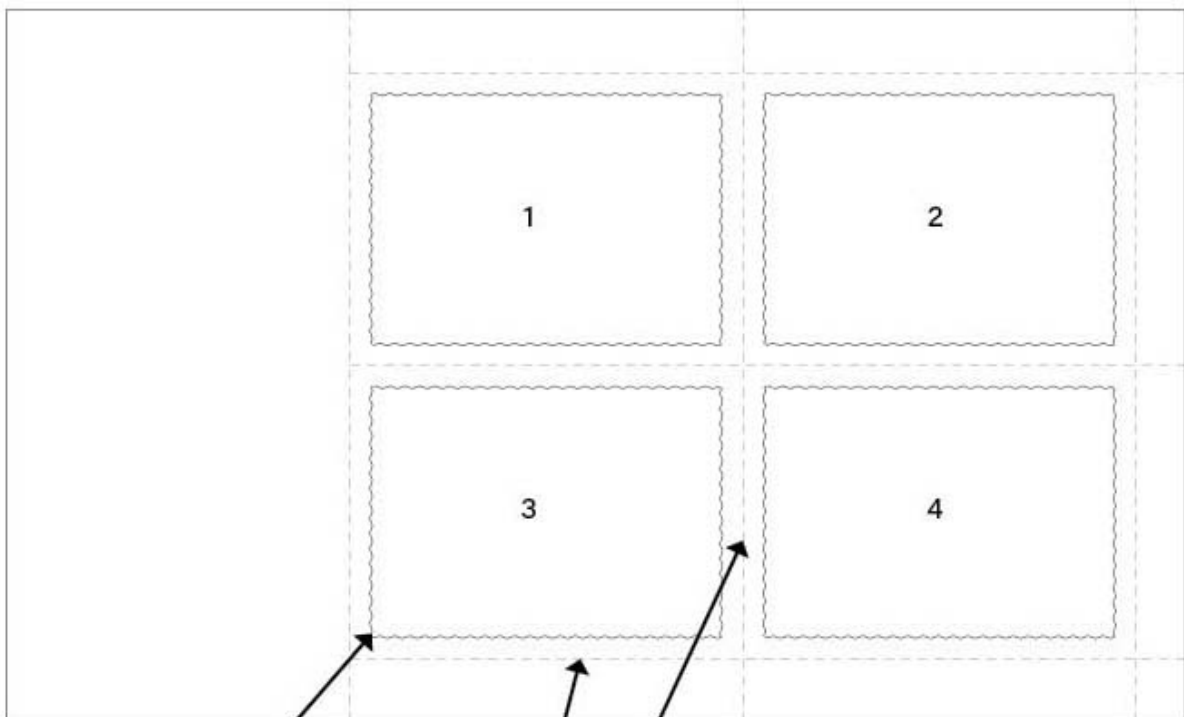
#### Stamp size:

- 49 mm x 35 mm

#### Stamp sheet size:

- Flat Size - 165mm x 100mm

Stamp sheet size: 165mm x 100mm



#### Finishing:

- Kiss Cut
- Foiling - Gold coloured
- Printed booklets to be guillotined, folded and delivered as booklets of 74 mm x 105 mm
- Cross and Long-cut perforation

#### Colour:

- Process colour: CMYK + Gold-coloured foil

Postal rate: Registered Small Letter

### 1. PAPER SPECIFICATION - SELF-ADHESIVE PAPER:

Vellum Extra (uncoated) Self Adhesive Paper 74 g/m<sup>2</sup> - Plain Back - Permanent.

#### DEADLINES:

Printer receives artwork & layout	3 June 2026
Dispatched from printer	29 July 2026
Delivery: Silverton, Pretoria	29 July 2026
Date of issue	13 August 2026

# ANNEXURE A-4

## Love the Post Box booklet – Design option A1

### 2026 Stamp Programme Stamp Specs

## **World Post Day - Love the Post Box**

### **1. STAMP SHEET PRINT QUANTITY:**

25 000 booklets - 10x stamps per booklet

### **2. STAMP AND BOOKLET SIZE**

#### Stamp size:

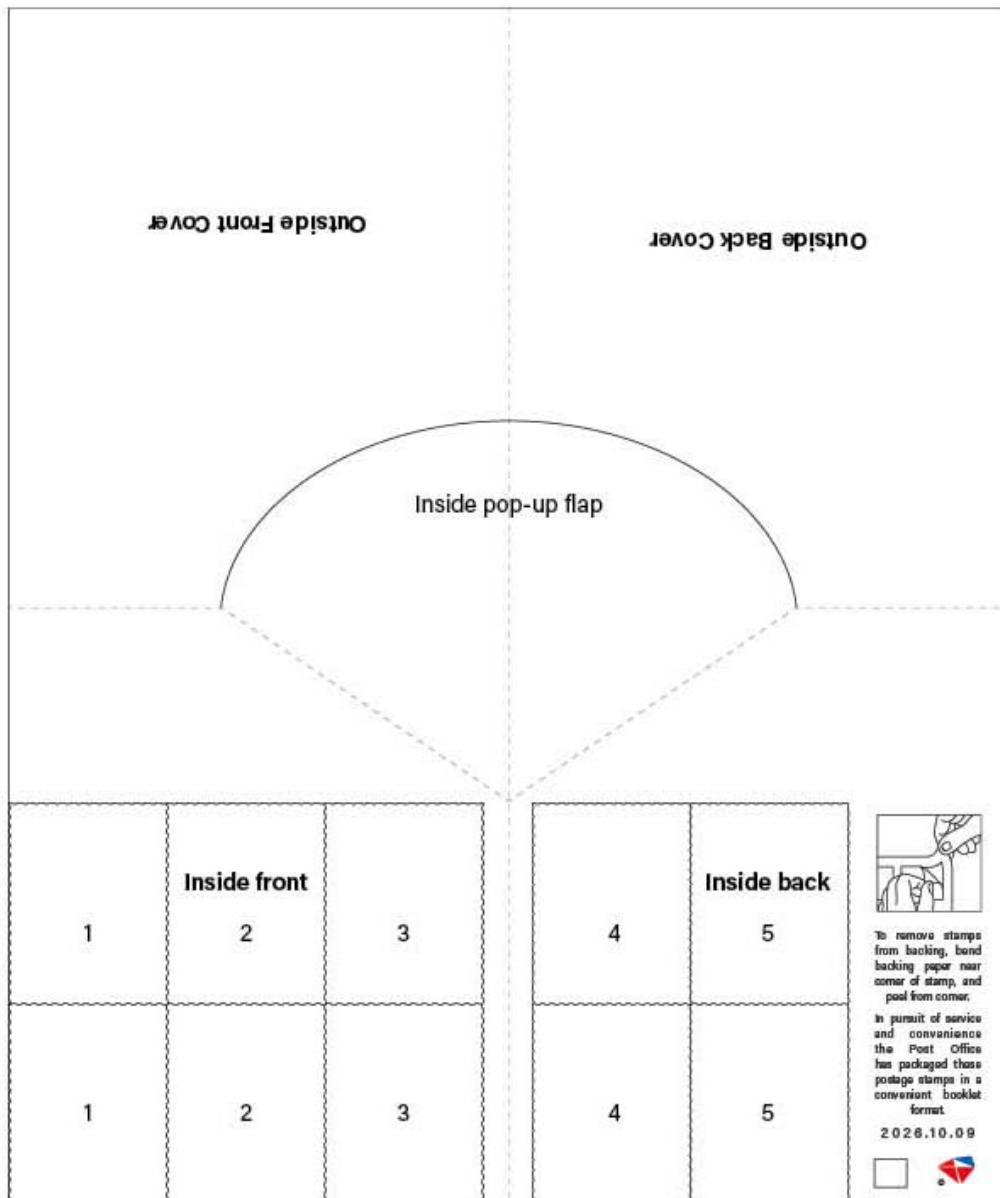
- 23.68 mm x 30.225 mm

#### Booklet size:

- Flat Size - 150 mm x 180 mm
- Folded Size - 70 mm x 90 mm

*Booklet prints one side: Size: 150 mm x 180 mm*

**Stamp booklet with pop-up - Flat open**



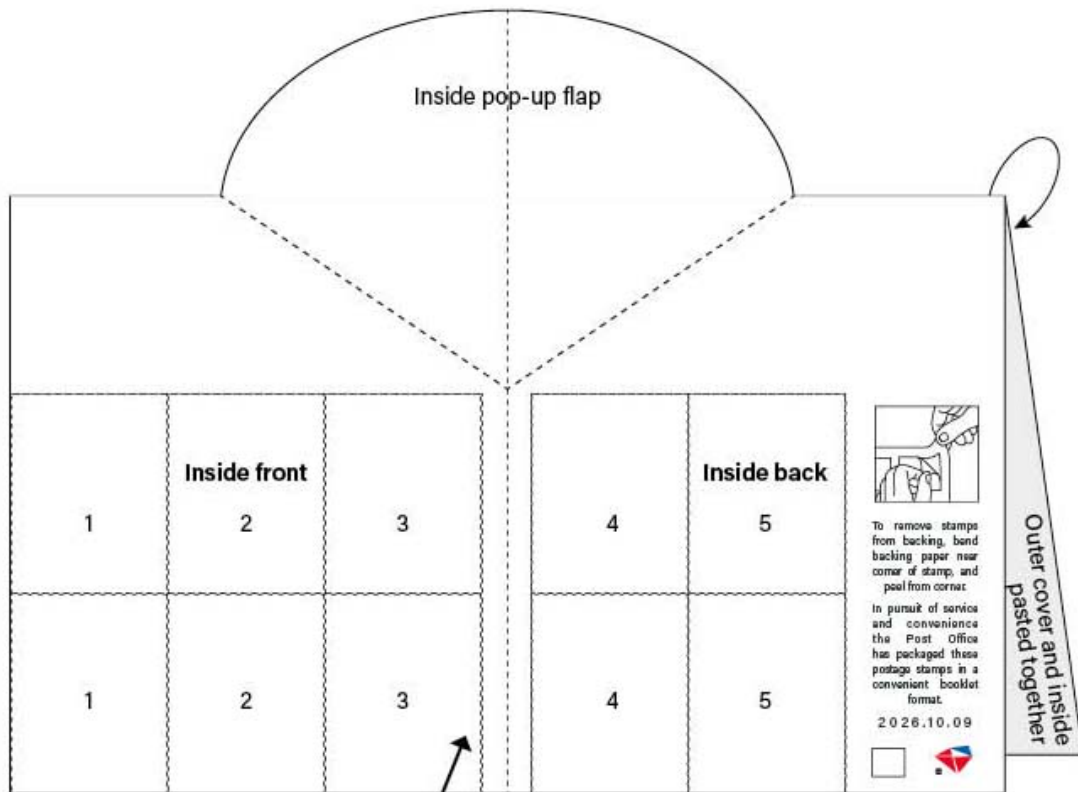
## ANNEXURE A-5

### Love the Post Box booklet – Design option A2

## World Post Day - Love the Post Box Stamp Booklet - Self-adhesive (Option A2)

*Booklet prints one side: Size: 150 mm x 180 mm*

**Inside of stamp booklet - Front folds over and is pasted together**



#### Finishing:

- Kiss Cut
- Foiling – Red coloured
- Printed booklets to be guillotined, folded, glued and delivered as booklets of 70 mm x 90 mm

#### Colour:

- Process colour: CMYK + Red-coloured foil

**Postal rate:** Standard Postage

Stamp size:  
23.68 x 30.225 mm



### 3. PAPER SPECIFICATION – SELF-ADHESIVE PAPER:

Vellum Extra (uncoated) Self Adhesive Paper 74 g/m<sup>2</sup> – Plain Back – Permanent.

DEADLINES:	
Printer receives artwork & layout	30 July 2026
Dispatched from printer	24 Sept 2026
Delivery: Silverton, Pretoria	24 Sept 2026
Date of issue	9 Oct 2026

## ANNEXURE A-6

### Love the Post Box booklet – Design Option B

## World Post Day - Love the Post Box

### 1. STAMP SHEET PRINT QUANTITY:

25 000 booklets - 10x stamps per booklet

### 2. STAMP AND STAMP SHEET SIZE

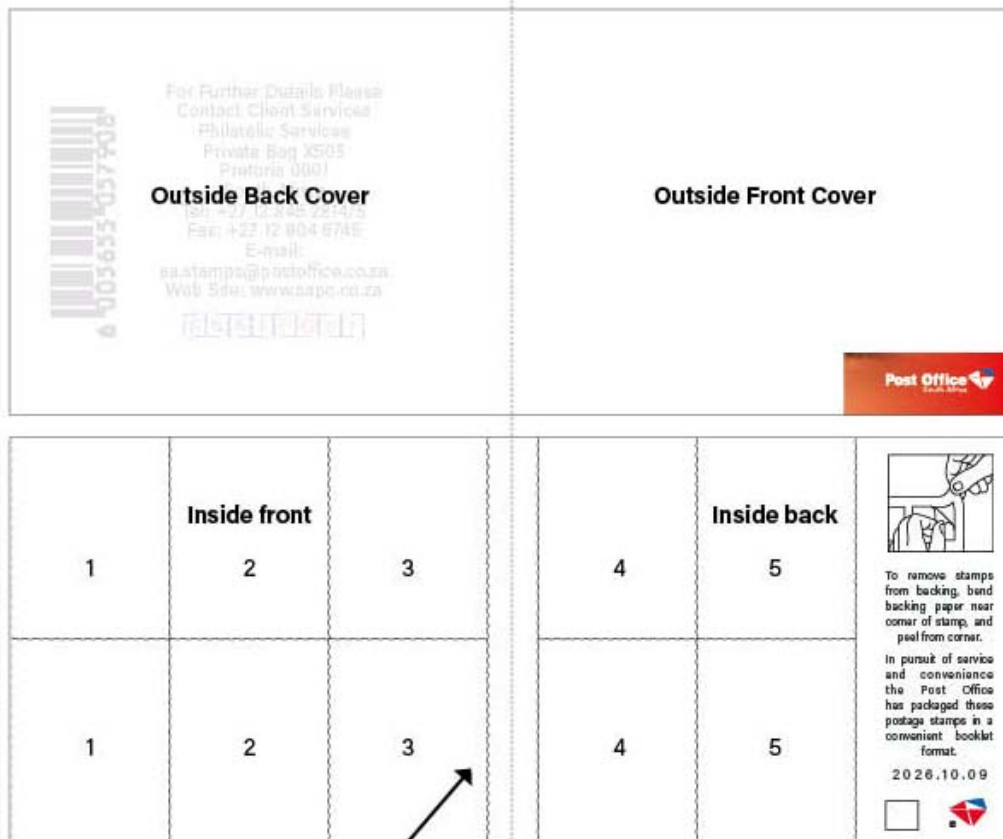
**Stamp size:**

- 23.68 mm x 30.225 mm

**Booklet size:**

- Flat Size - 149.4 mm x 60.45 mm
- Folded Size - 74.7 mm x 60.45 mm

*Booklet size: 149.4 mm x 60.45 mm*



**Finishing:**

- Kiss Cut → Stamp size:  
23.68 x 30.225 mm
- Foiling - Red coloured →
- Printed booklets to be guillotined, folded and delivered as booklets of 74 mm x 105 mm

**Colour:**

- Process colour: CMYK + red-coloured foil

**Postal rate: Standard Postage**

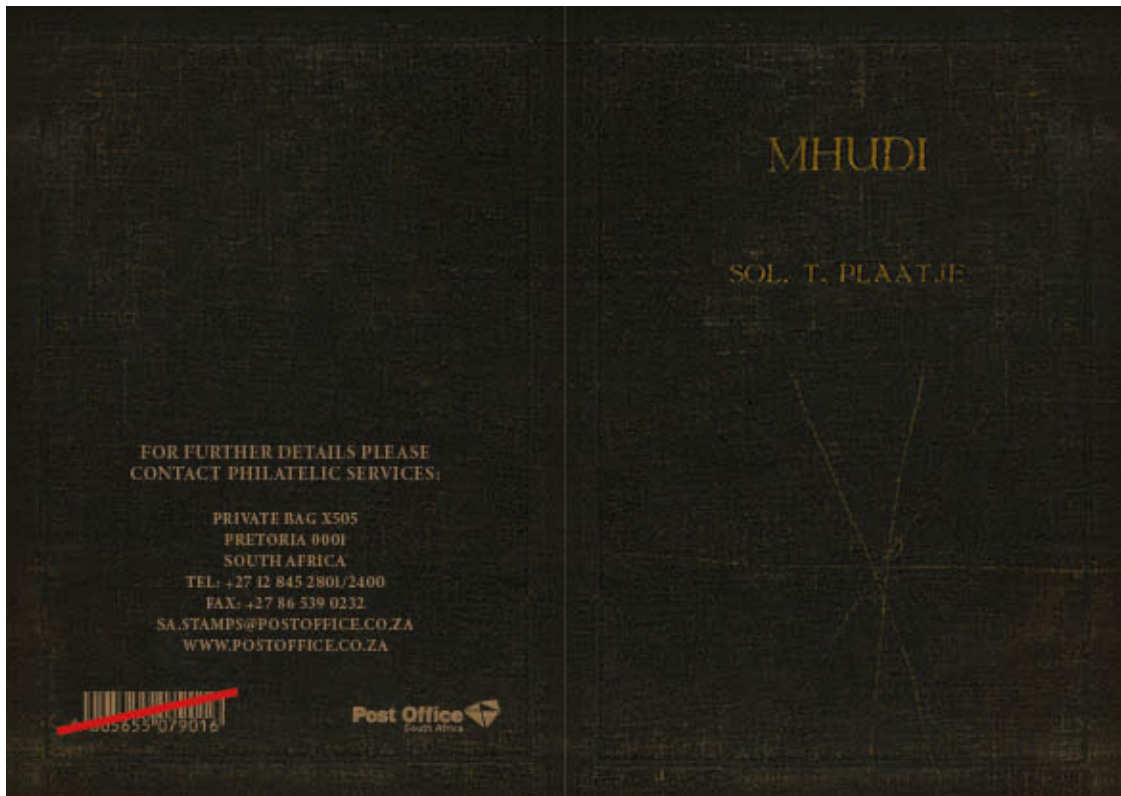
### 1. PAPER SPECIFICATION - SELF-ADHESIVE PAPER:

Vellum Extra (uncoated) Self Adhesive Paper 74 g/m<sup>2</sup> - Plain Back - Permanent.

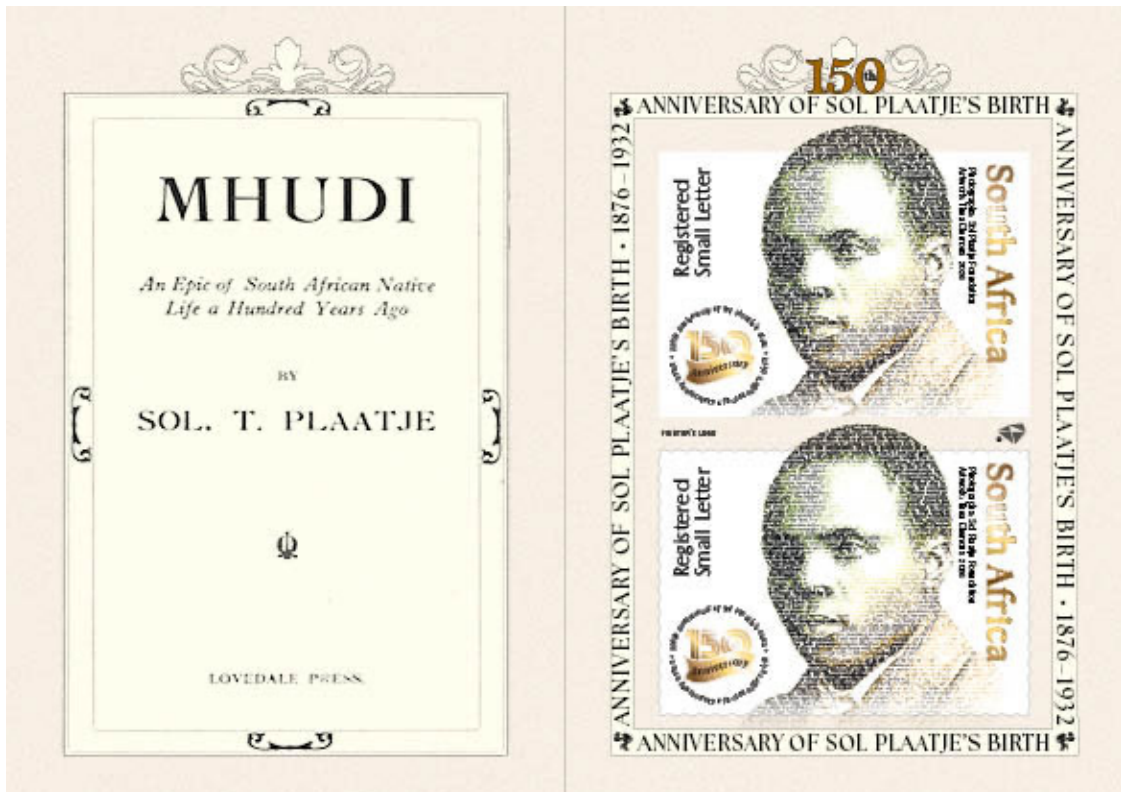
DEADLINES:	
Printer receives artwork & layout	30 July 2026
Dispatched from printer	24 Sept 2026
Delivery: Silverton, Pretoria	24 Sept 2026
Date of issue	9 Oct 2026

## ANNEXURE B

### Sol Plaatje 150 Mini-booklet



Mini-booklet outside – Artwork not final yet



Mini-booklet inside – Artwork not final yet

## ANNEXURE B

### Sol Plaatje stamp sheet



Artwork not final yet

## ANNEXURE B

### Love the Post Box booklet (Option A)



Front of folded booklet (Not final – top left-hand corner solution requested)



Inside of booklet showing pop-up flap (not final)

# ANNEXURE B

## Love the Post Box booklet (Option B)



Booklet outside front and back cover



Booklet inside

## ANNEXURE C – Packaging of printed stamps

Guillotined stamp sheets of six (6) stamps per stamp sheet shall be delivered, packed in boxes as outlined under clause 3.5.1.

**BOX MATERIAL: 400g/m<sup>2</sup> board.**

**BOX MATERIAL: 400g/m<sup>2</sup> board.**

