



SUPPLY CHAIN MANAGEMENT
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FIRST AVE ENTRANCE
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INVITATION FOR A QUOTATION

REFERENCE NUMBER: RFQ/GRAPHIC DESIGNER/MAR/2023

This is a request for a quotation for the **supply of graphic designing services** at PACOFS for the remaining 2022/23 financial year productions. The service provider will conclude short term contract with PACOFS for the supply of a graphic designer on a need basis.

The graphic designer will be required to design posters and banners as follows;

- Design of X1 (A2) Poster and banner (2500mm X1200mm) for each production to be staged by PACOFS. Information regarding the type of production to be provided by the entity.

Quotation

- The quotation must indicate a clear all-inclusive fixed rate for designing of a poster and banner per production.
- Quote per production.

Minimum requirements.

- Own tools or resources for graphic designing.
- Diploma in graphic designing with two (2) years relevant experience. Please provide copies of qualifications and the curriculum vitae of the lead graphic designer.
- Portfolio of evidence of previous designs should be submitted with the quotation.

Failure to provide per production fee , copies of qualifications and the curriculum vitae of the lead graphic designer and Portfolio of evidence of previous designs will lead to disqualification of the quotation.

For any queries please contact Ms Adri Van Veijeren at smmarketing@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:

TUESDAY, 31 JANUARY 2023 at 11h00

Please submit quotation via E-mail to

quotation@pacofs.co.za No late submission will be accepted!