

**ANNEXURE A: TERMS OF REFERENCE DESIGNING, PRINTING AND DELIVERY OF TICKET SLEEVES**

**1. Introduction**

Autopax wishes to invite companies to submit quotations for the designing, printing and delivery of ticket sleeves.

**2. Motivation**

AUTOPAX wishes to appoint a Service Provider to design, print and deliver ticket sleeves.

**Companies wishing to supply must take note that design, layout of ticket sleeves must be approved by our marketing department before going to print.**

**3. Scope of work**

Design, layout and Printing of Ticket Sleeves

**Print Instructions:**

- A5, gloss folded in half
- Grammage:115

**Quantity: 1 000 000**

Delivery required at the below addresses:

**A. Translux Sales Office**

Bosman Station

Pretoria

300 000 ticket covers to be delivered at this office



B. Translux Sales Office

Park Station

Johannesburg

500 000 ticket covers to be delivered at this office

C. Translux Sales Office

ADT House Ring Road

Green Acres

Port Elizabeth

200 000 ticket covers to be delivered at this office

100 000

**4. Compliance requirements**

- Submit proof of affiliation with (MRA) Metal Recyclers Association or any accredited association in the recycling industry.
- See the RFQ document for a list of additional compliance requirements