



SUPPLY CHAIN MANAGEMENT
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INVITATION FOR A QUOTATION

REFERENCE NUMBER:RE-ADVERT SCM11DESIGNANDPRINTAP2026

PACOFS requires the services of an experienced company to design and print the Annual reports and Annual Performance Plans (APP) as follows, Kindly complete SBD forms and send with your quotation.

The service provider will be required to conclude an agreement with the entity for a period of 36 months (3 years) to design and print strategic documents such as the annual report and the annual performance plan on a need basis:

The specifications of the items required are as follows:

1. Quotation

The quotation should include

- The proposed total fixed pricing (including VAT) for a period of three (3) years for the design and printing of the annual report and the annual performance plan (APP).
- The cost for the design of the annual reports and the annual performance reports.
- The cost per copy for the printing of the annual report and the annual performance.
- The cost for 1CD for the annual report, 1CD for the annual performance plan (x2 CDs)

2. Scope of work

The appointed service provider is required to do the following:

Y1:

- Design and print **20** copies of the 2025/26 annual report.
- Design and print **10** copies of the 2026/27 Annual performance plan.

Y2:

- Design and print **20** copies of the 2026/27 annual report.
- Design and print **10** copies of the 2027/28 Annual performance plan.

Y3:

- Design and print **20** copies of the 2027/28 annual report.
- Design and print **10** copies of the 2028/29 Annual performance plan.

3. Specification

3.1 Design and print the annual reports and annual performance plans for three years . **This includes proof reading and alignment of the report to produce the final document.** The service provider is required to proof-read the document, edit, complete the graphic design (including graphic for tables and images) and layout for digital and hard copies publication.

3.2 The annual report is approximately +-130 pages (including cover). A copy of the prior year annual report is available on request for reference purposes. (20) copies to be printed. The annual report consists in three documents provided as follows:

- APR – word format aprox 50 pages
- Audit report – pdf formart aprox 9 pages
- AFS – pdf format aprox 71 pages

3.3 Design and print the annual performance plans. The annual performance report (APP) is approximately +-51 pages (including cover). (10) copies to be printed. The annual performance report (APP) will be provided in word format.

3.4 The draft annual report and annual performance report will be provided in Word format. Other documentation such as the annual financial statements (AFS) and the audit report that form part of the final annual report will be provided in pdf format.

3.5 1CD for the annual report, 1CD for the annual performance plan (x2 CDs)

4. Required submission deadlines

- The design of the annual report and the annual performance plan (APP) is expected to be completed within 7 days of receipt of the information from the entity.
- The printing of the annual report is expected to be completed by 30 September yearly.
- Updates to the deadline requirements will be communicated and agreed with the service provider at the time of the request for the design and printing of the documents.

4.1 The service provider is required to immediately be available to effect the required updates on the designed documents. This may include face to face consultations and meetings with management to ensure timely submissions of the final documents.

5. The designs must be

- A4 size page, full colour and back to back. +- 130 pages inclusive of the cover pages, (Annual Report) and . +- 51 pages inclusive of the cover pages (Annual Performance Plan)
- 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. And may be staple bidding for Annual performance plan.
- Outsourcing parts of the work will result in disqualification. PACOFS may conduct in loco inspection to confirm availability of the required resources.

6. Annual Deliverables

- Digital: printable high resolutions pdf(s) to be uploaded to PACOFS website, as well as low resolution pdf.
- Hardcopy (printed version):
 - Quantity: Total 20 copies of the annual report and 10 copies of the annual performance plan (APP).
 - Delivery: 12 First Avenue, Westdene, Bloemfontein.
 - Delivery date: Designed Final reports: within seven (7) days of receipt of the material.Printed copies : annual report 30 September.

Annual performance plan – 1 month after approval of the designed document.

7. NB: The following should accompany the quotation. Failure which may result in disqualification.

- At least three (3) reference letters for completion of similar work with contact details,
- Signed appointment letters on a letterhead and/or purchase orders where similar work was performed.
- CV and qualifications of the lead designer. The designer is required to possess a relevant qualification in graphic design **or equivalent** and at least five (5) years in graphic design.
- Academic qualifications of the other graphic designers, editors, and proofreaders who will be working on the project.
- Company profile.
- Detailed work plan.

For any queries, please contact Supply Chain at quotation@pacofs.co.za or 051 – 447-7771

- 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 as per 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/. The B-BBEE/Sworn affidavit shall be used to verify claim of such points.**
- 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 WITHIN 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.
12. PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.
13. NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.
14. QUOTATIONS NOT OBTAINED THROUGH THE DEDICATED QUOTATIONS EMAIL WILL NOT BE USED TO APPOINT A SERVICE PROVIDER.

OPENING DATE: 18 JUNE 2026

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

MONDAY 29 JUNE 2026 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!