



REQUEST FOR QUOTATION

REF.NO: CCB20200101/STRAT&APP Print

The Castle Control Board (CCB) is a Schedule 3A Public Entity established in terms of the Castle Management Act, 1993 (Act 207 of 1993). Its mandate is to preserve and protect the military and cultural heritage of the Castle of Good Hope, to optimise its tourism potential, and to optimise accessibility of the Castle of Good Hope by the public. We are required to submit an audited Annual Report of our operations to National Government.

In order to do so, we require the services of a company to assist with the design layout and printing of our 2021 Strategic Plan (SP) and Annual Performance Plan (APP). This person would be required to take the source document (available in either Word or PDF) and to transpose it into a print ready document. The report is made up of narrative and tables so prior experience in doing this type of report would be advantageous. Once the layout is finalised, we would require the printing of 85 copies as specified below.

The SP consists of approximately 60 pages and APP 110 (once finalised). The quote would be based on the following:

Design:

- Cost for designing a cover page,
- Transposition of source document,
- Cost of corrections/amendments (per amendment or page)
- Preparation of print ready PDF file

Printing:

- A double-sided full colour cover printed on 160gsm with either matt or gloss OPP (advice will be considered from the printer),
- Monochrome content pages, printed on 80gsm paper,
- Finishing will be centre stapling.
- Three (3) compact discs with coloured disc covers to accompany the electronic annual report.
- Printers proof to be ready by 12th February 2020 and printed plans 5 working days after sign off.

Kindly include your CSD registration numbers in the submission of the quotation as well as the company's BEE certificate and signed SBD 4 forms

Date of issue: 30th January 2020

Closing date: 16h00 on 5th February 2020

Further details regarding the RFQ can be requested from **Mr Derek Williams/Mr Mandla Ngewu** at +27214614673/76