



REQUEST FOR QUOTATION

REF.NO: CCB20190801/AR Design & 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 and layout and printing of our 2018 Annual Report. This person would be required to spend some time with the executive management team to understand the approach during the final design phase. The report is made up of narrative, tables, photographic images and the financial statements so prior experience in doing this type of report would be advantageous. Once the design is approved, we would require the printing of 150 copies as specified below. The report consists of approximately 120 pages (once finalised). The quote would be based on the following:

Design:

- Cost for designing 3 options for a cover page,
- Design cost per page including insertion of images (where necessary)
- Cost of corrections/amendments per page
- Preparation of print ready PDF file

Printing:

- A double-sided full colour cover printed on 250gsm with either matt or gloss OPP (advice will be considered from the printer),
- Approximately 110 – 120 content pages, full colour, printed on 120gsm,
- Finishing will be “perfect binding”
- Three (3) compact discs with colour covers to accompany the electronic annual report.
- A Printers Proof would have to be completed by 28th August 2018

Our previous reports are on the website for perusal for style and content. Kindly include your CSD registration numbers in the submission of the quotation as well as the company’s BEE certificate.

Quotations must be delivered to the Castle of Good Hope, corner of Castle and Darling streets, Cape Town as per date and time indicated below.

Date of issue: 1st August 2018

Closing date: 16h00 on 10th August 2018

Further details regarding the RFQ can be requested from **Mr Derek Williams** at +27214614673/+27824319084