

SACN DESIGN RFQ

REQUEST FOR QUOTATIONS

BID DEADLINE:	09/06/2017				
SPECIFICATION:	Code:	Title:	Pages:	Size:	Deadline for submitting quotations:
	140.013 (2016/17)	Brochure: Sustainable Cities Program 2016	Est. 10pp text + 4pp cover	A5	09 June 2017
SOURCE:	FROM WORD FILE SUPPLIED				
METHOD:	Bidder to propose suitable method				
SPECIFICATION:	<p>SIZE: 148mm x 210mm (A5)</p> <ul style="list-style-type: none"> ➤ Conceptualisation of theme and presentation of three design (look and feel) options ➤ Design 4-page cover (cover + inner pages) and inside pages of A5 brochure ➤ Using the same content design a poster (A4) or pamphlet (A4 folded to A5) containing the infographics ➤ Create infographics in conjunction with the programme manager and editor that graphically describe the sustainable cities programme and its work ➤ Layout 10pp of text inclusive of: diagrams and graphs and other features as required ➤ Implement design and layout and text changes as required ➤ Make the document print ready and supply final high-res pdf for print and web version - open or vector file of ALL the art work must be included in the handover. ➤ Supply elements as separate components as required (i.e. imaging, graphics, text boxes + colour palette to be provided as separate components for ease of repurposing into banners, PP presentation slides etc. 				
TIMEFRAME:	<p>Edited text to be submitted to designer by: 12 June 2017</p> <p>Three design options to be supplied by 15 June 2017</p> <p>Feedback to designer by 19 June 2017</p> <p>Layout and final infographics by 30 June 2017</p> <p>Feedback to designer by 3 July 2017</p> <p>Final product submitted to SACN by 07 July 2017</p>				
QUOTE SHOULD INCLUDE:	<ul style="list-style-type: none"> • Full cost for specification provided, VAT inclusive • Process and turnaround time • Validity period and limitations <p>Bidders are required to provide portfolios of previous work done when submitting the quote as part of the evaluation process.</p> <p>Bidders are encouraged to be competitive and propose any innovations towards greater value for money.</p>				
CONTACTS:	Submissions and general enquiries: Sadhna Bhana, sadhna@sacities.net 011 407 6406				

Successful bidder will be notified within validity period. The award of this tender will be based on value for money and affordability. All rights reserved by SACN.



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