



**PanSALB**  
PAN SOUTH AFRICAN LANGUAGE BOARD

## CALL FOR QUOTATIONS

Printing of PanSALB Annual Report 2022/23

### 2. SCOPE OF WORK

Suitably qualified and experienced individuals, agencies and organisations in the printing and editing industries are hereby invited to tender and propose for the following services/products:

#### 2.1 Printing of PanSALB Annual Report: 2022/23

##### Specifications

Size	: A4
Colour	: Full colour
Pages	: 180 pages (estimate only, once typesetting is done price will be reviewed)
Language	: English
Paper	: Inside: 115 Hi-Q matt
Cover	: <b>300 HI-Q matt gloss</b> laminate
Binding	: Thread sewing+Pur Bind
Quantity	: 100 copies including cover + <b>2 discs</b>
Layout	: Portrait

**All interested parties are requested to submit the following with their proposals:** A brief summary of your company profile; Proof of previous work of service to be provided and timeframes; Descriptive mock-ups of work to be done; Industry accreditations, Qualifications and experience of the staff that would be assigned to handle the assignment or function; Proposed pricing structure and References.

**Please note the following:** Only short-listed companies will be contacted. Submission for the quotes closes on **Monday 26 June at 12:00**; PanSALB's BEE policy will be taken into consideration when evaluating the bids. **Quotations should be directed to Ms Lulama Limbane,**

Email: [lulama@pansalb.org](mailto:lulama@pansalb.org)  
Tel: +27(0) 12 341 9638/9651