



**RFQ : 10/9/2018Awards**

**Décor for the 2018 ASSAf Annual Awards**

**Amber Room CSIR International Conference Centre**

**SPECIFICATIONS**

**Draping**

White draping of walls of Amber Room (fire certificate required)

**Table Centre Pieces**

17 Round tables (tables provided by CSIR)  
Elegant and understated (see examples below)

**Linen**

130 place settings (8 people per table)  
To include:  
Napkins  
Table cloths  
Runners/overlays  
Underplates

**Chairs**

130 chairs  
Tiffany or white chair covers with band/sash

**Lighting**

Limited to small up/down lighters for the draping  
Podium light

All technical queries may be directed to Henriette Wagener at [communications@assaf.org.za](mailto:communications@assaf.org.za)

All SCM queries may be directed to Ms Lebo Makgae at [lebo@assaf.org.za](mailto:lebo@assaf.org.za)

**Quote Deadline: 14 September 2018**

**2018 Delivery: 10 October 2018**



## **EVALUATION CRITERIA**

The evaluation criteria will be based on compliance, specifications, price and where applicable the B-BBEE price point'

## **SUPPORTING DOCUMENTATION**

- B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE)
- Must be tax compliant.
- Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non Vat Vendor please indicate so.
- ASSAF has the right to withdraw any quotation at any time within the validity of the quotation. ASSAF will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.