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REQUEST FOR QUOTATION

ISSUED DATE	DESCRIPTION	CLOSING DATE AND TIME
28 May 2020	Request for Quotation (RFQ) for the Layout, Design, Editing and Printing of ECSA'S Legacy Report	05 June 2020 @ 12H00

Terms of references are as follows:

1. **ASSIGNMENT SPECIFICATIONS**

The quote should include provision for:

2.1 **Production Management**

The full production management of the Legacy Report must be quoted on from design, layout, and proofs to final sign off and to include estimation on author's correction. This scope also includes editing of the whole report.

2.2 **Design / Design Development/Concept (2 concepts)**

The development of a unique design appropriate to ECSA and the engineering profession. The cost estimate of the Design and development should be included.

The design concepts and themes need to position ECSA as:

- Forward-thinking,
- Advocate of superior engineering standards for the advancement of the country (public safety, health, water, sustainable infrastructure)
- Modern and professional
- Thought-leader
- Trusted advisor in engineering matters

2.3 **Artwork / Formatting / Layout**

The cost estimate for formatting text into print-ready artwork to be calculated. The report will contain text, photographs, illustrations tables, graphics, figures and pie charts.

2.4 **Printing**

Estimated Number of pages

Full colour text on a 130gsm, and cover on a 300gsm. Matt laminated one side and perfect bound.

The estimated number of pages is 60 pages.

Print quantities: 100 copies

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