

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

Date Issued	20 May 2025	RFQ Number	RFQ/COS/005/2025
Closing Date:	26 May 2025	Closing Time:	11H00
Description of Services		Reprinting of CATHSSETA Career Guidance Booklets	

1. SCOPE OF WORK

SPECIFICATIONS

CATHSSETA is inviting a suitably experienced and qualified service provider to reprint the 10000 Career Guidance Booklets and deliver to CATHSSETA Head office, 270 George Road, Noordwyk, Midrand, 1687.

2. THE REQUIRED SERVICE WILL INCLUDE THE FOLLOWING:

SPECIFICATIONS	
Quantity	10 000 Booklets
Printing	Full colour (CMYK)
Pages	60 pages – 130 text, 1 front cover and inside covers/chapters divided
Size	A5 paper size with bleed and trimmed to 148mm x 210mm.
Paper and front cover	Matt lamination with Spot UV vanish photos on back and front covers
Binding style/finishing	
Body content	
Other	

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SPECIFICATIONS	
	Gloss vanish on the inside paper with CATHSSETA logo and front cover text PUR binding with 130g/m2 in-text and 250 g/m2 Magno Gloss on the back and front cover text Arial 12 Headings. Body Content in Arial 11, table and figures in Arial 10 Provide high-definition images for cover

3. ADMINISTRATIVE REQUIREMENTS

- 3.1. Quote/Pricing with a clear breakdown of Scope of with total inclusive of VAT.
- 3.2. Completed and signed SBD4, SBD 6.1
- 3.3. Valid Tax Compliance Pin issued by SARS.
- 3.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 3.5. Central Supplier Database (CSD) Supplier Number.
- 3.6. All RFQ related responses must include the RFQ number as the subject matter.
- 3.7. Failure to meet the requested specifications may result in financial penalties, including but not limited to:
 - 3.7.1. A deduction from the final payment to cover the costs of sourcing alternative items.
 - 3.7.2. A penalty fee for the inconvenience and any delays caused by the non-compliance,
- 3.8. The service provider must state clear delivery dates from date of appointment for Career booklets to CATHSSETA Head office.

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4. PRICING AND SPECIFIC GOALS EVALUATION

- 4.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 4.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

5. E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.