

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
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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	15 May 2023	RFQ number	RFQ/COS/009/2023
Closing Date:	22 May 2023	Closing Time:	11H00am
DESCRIPTION:	Design, layout, proofread and print the 2022/23 Annual Report		

1. SCOPE OF WORK

The service provider should provide CATHSSETA with a comprehensive methodology and timelines which show that CATHSSETA will be able to meet its key submission deadline to the AGSA, National Treasury, and DHET by no later than the 15 August 2023. Services to be rendered will include, but not limited to:

- Develop and produce the Annual Report
 - Layout and design
 - provide at least three (3) layout and design options of Annual Report to CATHSSETA for approval of the final printout
 - Provide a photo shoot for employees in different departments to appear in the Annual Report
 - Source sub-sector related photographs for cover design and the report layout
- Printing of the required copies (100 Annual Report books)
- Distribution of the required copies to CATHSSETA's Head Office (Midrand)
- Provide final printed copies of the Annual Report in print and web-based format for use on the CATHSSETA website.

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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	Annual Report
Quantity	100 books
Printing	Full Colour (CMYK)
Print side	Double sided printing
Pages	140 pages - 130 text, 1 front cover and 9 inside covers/chapter dividers (Part A to E)
Size	A4 paper size with bleed, trimmed to 210mm x 297mm
Paper and cover	Matt lamination with Spot UV varnish photos on back and front covers Gloss lamination on the inside paper
Binding style/finishing	Pur binding with 130 g/m ² in-text and 250 g/m ² Magno Gloss on the back and front cover text
Body Content	Arial 12; tables and figures in Arial 10
Other	<ul style="list-style-type: none">• Provide high-definition images for cover• Provide soft copies of each strategic documents on 6 USBs (two for each document)

Additional requirements:

- Quotation must be accompanied by evidence of previous similar work produced with two of each mock-ups/sample that are easy to read and show creativity of the service provider.
 - Two (2) Annual Report Samples
- The submission must include any work that has gloss lamination and digital embossing.
- The service provider must demonstrate that they have resources (graphic designer(s), editors, and printing capacity) to perform all the required tasks independently.
- The service provider must ensure that the continuous quality control measures are put in place to ensure that the production of this report is not compromised.

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2. TIMELINES

26 May 2023	Appointment of preferred service provider
29 May 2023	Meeting with service provider to discuss the project specifications
29 May 2023	<ul style="list-style-type: none">• Source stock images (end of Business)• Editing of Annual Report (Grammar)
05 June 2023	Service provider to send design and layout samples for approval by CATHSSETA (end of Business)
29 June 2023	Board Members Photo Shoot
30 June 2023	CATHSSETA Staff Photo Shoot
07 July 2023	CATHSSETA to approve samples and revert to the service provider
11 July 2023	Submit edited Annual Report
18 July 2023	CATHSSETA to send final version of Annual Report to the service provider for preview
24 July 2023	Service Provider to send the previewed AR to CATHSSETA for Approval
28 July 2023	Placement of books (approval to print proof)
08 August 2023	Printed proof
15 August 2023	All printed hard copies and 10 USB (branded) with soft copies to be delivered to CATHSSETA

*Submission date to be confirmed by service provider on how long it will take to finish the design and layout

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3. ADMINISTRATIVE REQUIREMENTS

3.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.

Completed and signed SBD4, SBD 6.1

3.2 Valid Tax Compliance Pin issued by SARS.

3.3 Valid B-BBEE Certificate or Sworn Affidavit.

3.4 All RFQ related responses must include the RFQ number as the subject matter.

3.5 Central Supplier Database (CSD) Summary Report (Recent)

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

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