

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 (RFQ) TO THE CULTURE  
ARTS, TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND  
TRAINING AUTHORITY (CATHSSETA)**

<b>Date issued:</b>	<b>16 November 2023</b>	<b>RFQ number</b>	<b>RFQ/COS/064/2023</b>
<b>Closing Date:</b>	<b>22 November 2023</b>	<b>Closing Time:</b>	<b>11h00am</b>
<b>DESCRIPTION:</b>	<b>REPRINT CATHSSETA CAREER BOOKLETS</b>		

### 1. SCOPE OF WORK

CATHSSETA is inviting suitably experience and qualified service provider to reprint the 2000 Career Guidance Booklets and deliver to Midrand offices.

The required service will include the following:

SPECIFICATIONS	
<b>Quantity</b>	2000 books
<b>Printing</b>	Full Colour (CMYK)
<b>Printing side</b>	Double-sided printing
<b>Pages</b>	50 pages - 130 text, 1 front cover and inside covers/chapter dividers
<b>Size</b>	A5 paper size with bleed, trimmed to 210mm x 297mm
<b>Paper and front cover</b>	Matt lamination with Spot UV varnish photos on back and front covers Gloss vanish on the inside paper With embossed logo and front cover text
<b>Binding style/finishing</b>	Pur binding with 130 g/m2 in-text and 250 g/m2 Magno Gloss on the back and front cover text
<b>Body Content</b>	Arial 12 Headings; Body Content in Arial 11, tables, and figures in Arial 10
<b>Other</b>	• Provide high-definition images for cover

Board Chairperson Mr David Themba Ndhlovu

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

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## 2. MANDATORY REQUIREMENTS

### 2.1. The service provider will be required to:

- 2.1.1 The proposal should include any work that has gloss lamination and digital embossing.
- 2.1.2 The technical proposal must be accompanied by reference letters as evidence of previous similar work produced in printing and designing booklets.
- 2.1.3 The service provider must have internal resource capacity (graphic designer (s) and printing capacity) to perform all the required tasks independently.
- 2.1.4 The service provider must ensure that continuous quality control measures are put in place to ensure that the production of this report is not compromised.
- 2.1.5 **Estimated delivery date: 11 December 2023**

## 3. ADMINISTRATIVE REQUIREMENTS

- 3.1.2 Quote/Pricing with total inclusive of VAT.
- 3.1.3 Completed and signed SBD4, SBD 6.1
- 3.1.4 Valid Tax Compliance Pin issued by SARS.
- 3.1.5 Valid B-BBEE Certificate or Sworn Affidavit.
- 3.1.6 All RFQ related responses must include the RFQ number as the subject.
- 3.1.7 Central Supplier Database (CSD) Summary Report.
- 3.1.8 The successful service provider must send digital designer proofs for the required services and samples for approval before commencement.

**E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above.**

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