

Postal Address
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2128, South Africa

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270 George Road,
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Call Centre: 0860 100 221
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**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

Date Issued	01 March 2024	RFQ Number	RFQ/COS/081/2024
Closing Date:	08 March 2024	Closing Time:	11H00
Description of Services	DEVELOPMENT (DESIGN, LAYOUT, PROOFREADING AND EDITING) OF CATHSSETA'S ONLINE NEWSLETTER		

SPECIFICATIONS/REQUIREMENTS

CATHSSETA is looking to appoint a qualified and reputable service provider to develop (design, layout, proofread and edit) an online newsletter named CATHSNEWS for its internal and external stakeholders.

CATHSNEWS will be a web-based newsletter distributed four times during the 2024/25 financial year (once per quarter). The service provider must present CATHSSETA with a detailed methodology and timeline demonstrating that the Communication and Branding Unit can meet its publishing deadlines.

CATHSSETA Online Newsletter Specifications

Services to be provided include, but are not limited to:

Development and production of the CATHSSETA Online Newsletter:

- Design and layout of four (4) issues/editions of a quarterly newsletter, each comprising approximately 10 pages.
- Editing, cropping, and sourcing of photos for inclusion in the newsletter.
- Proofreading of the newsletters to ensure accuracy and clarity.
- Provision of sector stock images suitable for use in the newsletters
- Formatting of the online newsletter to adhere to an A4 Portrait layout.
- The service provider needs to ensure that the newsletter includes flash player functionality.

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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- Submission of digital proofs of the newsletter to CATHSSETA for approval before publication.
- Integration of hyperlinks within the newsletter content to direct readers to relevant sections of our website.
- Delivery of final edited online newsletters in web-based format optimized for display on the CATHSSETA website.

Note: CATHSSETA will supply the awarded service provider with the necessary logo and Corporate Identity (CI) manual for consistency and branding purposes.

The online newsletters will be published on the CATHSSETA website on a quarterly basis, please see guide below:

- May 2024
- August 2024
- December 2024
- March 2025

ADMINISTRATIVE REQUIREMENTS

- Bidders are required to submit at least three (3) samples or examples of similar newsletters produced.
- Quote/Pricing with a clear breakdown of Scope of Work with total inclusive of VAT.
- Completed and signed SBD4, SBD6.1.
- Valid Tax Compliance Pin issued by SARS.
- Valid B-BBEE Certificate or Sworn Affidavit.
- Central Supplier Database (CSD) Supplier Number.
- All RFQ related responses must include the RFQ number as the subject matter.
- **E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.**

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