

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)**

<b>Date Issued</b>	<b>22 April 2024</b>	<b>RFQ Number</b>	<b>RFQ/CSM/004/2024</b>
<b>Closing Date:</b>	<b>24 April 2024</b>	<b>Closing Time:</b>	<b>16h30</b>
<b>Description of Services</b>	<b>REPRINTING OF CATHSSETA CAREER GUIDANCE BOOKLETS</b>		

### 1. SCOPE OF WORK

The CATHSSETA is inviting a suitably experience and qualified service provider to reprint ten thousand (10 000) Career Guidance Booklets and deliver to CATHSSETA Head office, 270 George Road, Noordwyk, Midrand, 1687.

The required service will include the following:

<b>SPECIFICATION</b>	
<b>Quantity</b>	10 000 books
<b>Printing</b>	Full colour (CMYK)
<b>Printing</b>	Double-sided printing
<b>Pages</b>	50 pages – 130 text, 1 front cover and inside covers/chapter divided
<b>Size</b>	A5 paper size with bleed, trimmed to 210 mm x 297mm.

**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 Shaniitha Khan • Ms Lesiroha Matshediso Lesutu  
Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Tabane Manene

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<b>Paper and front cover</b>	Matt lamination with Spot UV varnish photos on back and front covers. Gloss varnish on the inside paper With embossed logo and front cover text
<b>Binding style/finishing</b>	Pur binding with 130g/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

## 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 at least three (3) reference letters as evidence of previous similar work produced in printing and designing booklets.
- 2.1.3 The service provider must have internal resources capacity (graphic designer(s) and printing capacity) to perform all the required tasks independently.
- 2.1.4 The service provider must ensure continuous quality control measures are put in place to ensure that the production of this report is not compromised.
- 2.1.5 **The estimated delivery date:** One week after appointment.

## 3. ADMINISTRATIVE REQUIREMENTS

- 3.1 Quote/Pricing with a clear breakdown of Scope 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.

Board Chairperson Mr David Themba Ndhlovu

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- 3.5 All RFQ related responses must include the RFQ number as the subject matter.
  - 3.6 Central Supplier Database (CSD) Summary Report.
  - 3.7 Company Registration Documents (CIPC).

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and no late responses will be accepted.

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