

**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

### REQUEST FOR QUOTATION

**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 2022</b>	RFQ number	COMMS/0001/2022
<b>Closing Date:</b>	<del>29</del> <b>27 April 2022</b>	<b>Closing Time:</b>	<b>11h00am</b>
<b>DESCRIPTION OF SERVICES:</b>	<b>TO PRODUCE (DESIGN, LAYOUT AND EDITING) AN ONLINE NEWSLETTER, CATHSNEWS.</b>		

#### CONTEXT AND PURPOSE

CATHSSETA seeks to appoint a suitable and reputable service provider to produce (design, layout and editing) an online newsletter (CATHSNEWS) for our internal and external stakeholders.

CATHSNEWS is a web-based newsletter and will be issued four times in the 2022/23 financial year (01 online newsletter per quarter). The service provider should provide CATHSSETA with a comprehensive methodology and timelines of completion of the projects which show that CATHSSETA's Communication and Branding Unit will be able to meet its publishing dates.

**Board chairperson:** Mr David Themba Ndhlovu

**Board members:** Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabel  
Mr Solomon Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Khan • Ms Karen Borain • Mr Vincent Maumela  
Ms Lesiroha Lesutu • Ms Maureen Nzuzo

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## SCOPE OF WORK & EXPECTED OUTPUTS

### CATHSSETA Online Newsletter (CATHSNEWS)

Services to be rendered will include, but not limited to:

- Develop and produce the CATHSSETA Online Newsletter
  - Design and layout of four (4) issues/editions of quarterly newsletter of +-10-page online CATHSSETA newsletter.
  - Crop and edit photos for the issue /edition of the newsletter
  - Edit and proofread the newsletters
- Service provider to provide sector stock images for the newsletters
- The online newsletter should be on an A4 Portrait format
- The online newsletter must in full colour
- Create social media links that lead to our website
- Service provider to send digital proof of the newsletter to CATHSSETA for approval
- Provide final edited online newsletters in web-based format for use on the CATHSSETA website.

NB: CATHSSETA will provide the awarded service provider with articles and associated photographs as well as the logo and CI manual

Publication of the online newsletters on the CATHSSETA website as per following months:

- May 2022
- August 2022
- December 2022
- March 2023

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## TIMELINES

06 May 2022	Inception meeting between CATHSSETA and SP
23 May 2022	SP to submit digital proof of the newsletter to CATHSSETA for approval
30 May 2022	SP to submit final edited online newsletter in web-based format for use on the CATHSSETA website. (one per quarter)

## EVALUATION CRITERIA

Quotations will be evaluated on the 80/20 preferential point system in terms of the PPPFA Act: Price and Broad-Based Black Economic Empowerment (B-BBEE) Evaluation.

## ADMINISTRATIVE REQUIREMENTS

- Completed and signed SBD4, SBD 6.1, SBD8 and SBD9 forms attached to the quotation
- Valid Tax Compliance Pin Certificate issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Summary Report

## COSTS

Proposal must be submitted with Quote/Pricing with clear breakdown and RFQ total inclusive of VAT.

A handwritten signature in black ink, appearing to read "Jupak".

Executive Manager: Corporate Services

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