

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



REQUEST FOR QUOTATION (RFQ)

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION
FOR THE CULTURE ARTS, TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION
AND TRAINING AUTHORITY (CATHSSETA)**

Date issued	21 JUNE 2022	RFQ number	CS/AR PRINTING/2022
Closing Date:	24 JUNE 2022	Closing Time:	11h00am
DESCRIPTION OF SERVICES:	DESIGN, LAYOUT, EDITING, PROOFREAD, AND PRINTING OF CATHSSETA ANNUAL REPORT 2022/23		

PURPOSE

CATHSSETA seeks to appoint a suitable and reputable service provider to produce (design, layout, and print) the 2022/23 Annual Report. 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 30 August 2022.

DETAILED SCOPE OF WORK / SPECIFICATIONS

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 for each document 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 photographs for cover design
- Printing of the required copies (100 Annual Report books)

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- Delivery of the required copies to CATHSSETA's Head Office (270 George Road, Noordwyk, Midrand).
- Provide final printed copies of the Annual Report in print and web-based format for use on the CATHSSETA website.

	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 the AR on 10 USBs

MANDATORY REQUIREMENTS:

- The proposal 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 proposal (link) should include any work that has gloss lamination and digital embossing.
- Service provider should demonstrate that they have resources (graphic designer(s), editors, and printing capacity) to perform all the required tasks independently.
- continuous quality control measures must be put in place to ensure that the production of this report is not compromised.

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TIMELINES

01 July 2022	Meeting with service provider to discuss job
08 July 2022	Service provider to send design and layout samples for approval by CATHSSETA
11 July 2022	CATHSSETA to send final version of Annual Report to the service provider for preview
19 July 2022	Editing
29 July 2022	Placement of books
12 August 2022	Printed proof
25 August 2022	All printed copies and 10 USB 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

ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with clear breakdown and RFQ total inclusive of VAT
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Summary Report

E-mail responses to supplychain@cathsseta.org.za on or before closing date and time 24 June 2022 @ 11h00am.

NO LATE RESPONSES WILL BE CONSIDERED