

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	04 AUGUST 2022	RFQ number	CS/MEDIA/002/2022
Closing Date:	12 AUGUST 2022	Closing Time:	11h00am
DESCRIPTION OF SERVICES:	DESIGN, AND PRINTING OF CATHSSETA SIGNAGE AND FLIGHTING IT ON A STREET PANEL STRUCTURE		

ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a 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 the closing date and time 12 August 2022 @ 11h00am.

PURPOSE

CATHSSETA seeks to appoint a suitable and reputable service provider to produce (design, and printing) and procure advertising space (flighting) of the SETA signage (with distance from the T-Junction to Head office) on a street panel at Lever and George Road T-Junction for a period of 12 months.

DETAILED SCOPE OF WORK / SPECIFICATIONS

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

- Develop and produce the signage
 - Design and Printing

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- provide at least three (3) layout and design options for CATHSSETA to approve before the final printout and lighting on the panel structure
- Calculate the distance from Lever Road and George Road T-junction to CATHSSETA Head office to be included on the signage
- The panel structure must be double-sided (the advert must appear on both sides)
- The advertising space must be secured for 12 months

	Description
Quantity	1 Panel
Printing	Full Colour (CMYK)
Print side	Double-sided printing
Town	Midrand, Noordwyk
Sub-area	Erand EXT 1
Location of the signage (panel structure)	Lever Road and George Road GPS coordinates: latitude -25.9612: longitude 28.1223
Media Type	Retail-Street Name Signs
Size	1.100 X 1.600
Start Date	01 September 2022
End Date	31 August 2023
No. of months	12 Months
Other	CATHSSETA will provide the logo and CI manual

MANDATORY REQUIREMENTS:

- Service provider should demonstrate that they have the resources (graphic designer(s), and printing capacity, etc) to perform all the required tasks independently.