

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

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

Date issued	14 NOVEMBER 2022	RFQ number	COMMS/ CAREER GUIDES/2022
Closing Date:	17 NOVEMBER 2022	Closing Time:	11h00am
DESCRIPTION OF SERVICES:		Design, layout, proofreading, editing and print the CATHSSETA Career Guidance Booklets and Career Guidance Pocket-size A7 Z fold cards	

1. BACKGROUND AND PURPOSE

CATHSSETA is currently producing individual career guidance booklets for each of the six subsectors we operate in. The current booklets as they are, are expensive to produce and do not provide value for money. Combining the six career booklets into one comprehensive career guide will save the CATHSSETA production costs, and storage space, as well as make it easier to travel with them to different career exhibitions without carrying multiple boxes.

The purpose of this Request for Quotation (RFQ) is to appoint a suitable and reputable service provider to produce (design, layout, and print) the CATHSSETA Career guidance booklet and Career guidance Pocket-size A7 Z fold card.

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Ms Karen Ann Borain • Mr Khumbudzo Vincent
Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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2. SCOPE OF WORK AND EXPECTED OUTPUTS

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

Develop and produce the CATHSSETA Career Guidance Booklets and Pocket-size A7 Z fold cards

2.1.1 Layout and design;

2.1.2 Proofreading and editing

2.1.3 Provide at least three (3) layout and design options for Career Guidance Booklets and Pocket-size A7 Z fold cards to CATHSSETA for approval of the final printout; and

2.1.4 Source sub-sector photographs for cover design and page inserts.

2.1.5 Printing of the required copies i.e. (6000) Career Guidance Booklets, Career Guidance Pocket-size A7 Z fold cards (9000)

2.1.6 Delivery of the required copies to CATHSSETA's head office (Midrand) in line with the proposed timelines; and

2.1.7 Provide final printed copies of the Career Guidance Booklets and Pocket-size A7 Z fold cards in print and web-based format for use on the CATHSSETA website.

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	Career Guidance Booklets	Career Guidance Pocket-size A7 Z fold cards
Quantity	6000 books	9000 Pocket-size A7 Z fold cards
Printing	Full Colour (CMYK)	
Print side	Double-sided printing	
Pages	50 pages - 130 text, 1 front cover and inside covers/chapter dividers	A7 double sided Full Colour Gloss paper 90 gsm Double-sided printing Cover: Spot UV Gloss
Size	Career Guidance Booklets A5 paper size with bleed, trimmed to 210mm x 297mm	
Size	Career Guidance Pocket-size A7 Z fold cards A7 (74 mm x 105 mm) 107 mm x 150 mm (incl. 1 mm bleed) Number of columns: 8, Cover style: Rounded corners	
Paper and front cover	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	
Binding style/finishing	Pur binding with 130 g/m2 in-text and 250 g/m2 Magno Gloss on the back and front cover text	
Body Content	Arial 12 Headings; Body Content in Arial 11, tables, and figures in Arial 10	
Other	<ul style="list-style-type: none"> • Provide high-definition images for cover • Provide soft copies of the career guidance booklet and pocket-size A7 Z fold card on 4 USBs 	

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2 MANDATORY REQUIREMENTS

- 3.1. The service provider will be required to:
- 3.1.1. The proposal should include any work that has gloss lamination and digital embossing.
 - 3.1.2. The technical proposal must be accompanied by reference letters as evidence of previous similar work produced in printing and designing booklets.
 - 3.1.3. The service provider must have internal resource capacity (graphic designer (s) and printing capacity) to perform all the required tasks independently.
 - 3.1.4. The service provider must ensure that continuous quality control measures are put in place to ensure that the production of this report is not compromised
 - 3.1.5. Estimated delivery date: **05 January 2023**

3 CONDITIONS OF THE CONTRACT

- 4.1 The project will be implemented as follows:
- 4.1.1 The service provider should provide CATHSSETA with a comprehensive activity-based plan and timelines illustrating how the Communication and Branding Unit will be able to meet its deadline by **05 January 2023**.

4.2 Timelines

28 November 2022	Service provider to send design and layout samples for approval by CATHSSETA
05 December 2022	CATHSSETA to send final version of Career Guidance Booklets and Pocket-size A7 Z fold card to the service provider for preview
05 January 2023	All printed copies and 4 USB soft copies to be delivered to CATHSSETA

5 ADMINISTRATIVE REQUIREMENTS

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Proposal must contain Pricing with clear breakdown of all activities and resources allocated and RFQ total inclusive of VAT

- Completed and signed Bidder's Disclosure **SBD4** and **SBD 6.1**
- Valid Tax Compliance Certificate issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Summary Report

Technical enquiries must be sent via e-mailed and proposals must be forwarded to this email address supplychain@CATHSSETA.org.za on or before the closing date as indicated above for consideration.

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