

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
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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 | 04 NOVEMBER 2022 | RFQ number | COMMS/ STRAT DOCS/2022 |
| Closing Date: | 10 NOVEMBER 2022 | Closing Time: | 11h00am |
| DESCRIPTION OF SERVICES: | Design, layout and print the 2020/21 – 2024/25 Sector Skills Plan, 2020/21 – 2024/25 Strategic Plan and the 2023/24 Annual Performance Plan updates for the 2023/24 financial year | | |

1. BACKGROUND AND PURPOSE

CATHSSETA is required to prepare and submit the Sector Skills Plan (SSP), Strategic Plan and the Annual Performance Plan (APP) to the Department of Higher Education and Training (DHET) on an annual basis. As per the National Treasury Regulations, together with the Revised Department of Planning, Monitoring and Evaluation (DPME) Framework for SP and APP, CATHSSETA is required to print and submit copies of the SSP, SP and APP to the office of the DHET Parliamentary Liaison Officer by the end of February 2023 for tabling in Parliament in March 2023.

The purpose of this Request for Quotation (RFQ) is to appoint a suitable and reputable service provider to produce (design, layout and print) the 2020/21 – 2024/25 SSP, 2020/21 – 2024/25 SP and the 2023/24 APP updates for the 2023/24 financial year.

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 (concept) and produce the SSP, SP and the APP:

- 2.1.1 Layout and design;
- 2.1.2 Provide at least three (3) layout and design options for each document to CATHSSETA for approval of the final printout; and
- 2.1.3 Source sub-sector photographs for cover design and page inserts.
- 2.1.4 Printing of the required copies i.e. (100) SSP (150) SP and (150) APP;
- 2.1.5 Delivery of the required copies to CATHSSETA's head office (Midrand) in line with the proposed timelines; and
- 2.1.6 Provide final printed copies of the strategic documents (SSP, SP and APP) in print and web-based format for use on the CATHSSETA website.

| | Sector Skills Plan | Strategic Plan | Annual Performance Plan |
|------------------------------|---|--|---|
| Quantity | 100 books | 150 books | 150 books |
| Printing | Full Colour (CMYK) | | |
| Print side | Double sided printing | | |
| Pages | 140 pages - 130 text, 1 front cover and 9 inside covers/chapter dividers (Chapter 1 to 6 and Annexure 1 to 3) | 60 pages – 55 text, 1 cover pages and 4 inside covers/chapter dividers (Part A to D) | 110 pages – 111 text, 1 front cover and 6 inside covers/chapter dividers (Part A to D and annexure C and D) |
| Size | A4 paper size with bleed, trimmed to 210mm x 297mm | | |
| Paper and front cover | Matt lamination with Spot UV varnish photos on back and front covers Gloss lamination on the inside paper With embossed logo and front cover text | | |

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| | Sector Skills Plan | Strategic Plan | Annual Performance Plan |
|--------------------------------|--|-----------------------|--------------------------------|
| 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 each strategic documents on 6 USBs (two for each document) | | |

3. 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 at least three (3) samples of previous similar work produced in printing and designing books that are easy to read and show creativity of the service provider.
- 3.1.3. Prospective service provider must have internal resource capacity (graphic designer (s) and printing capacity) to perform all the required tasks independently.
- 3.1.4. Prospective service provider must ensure that the 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: 15 February 2023.

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4. 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 CATHSSETA will be able to meet its submission deadline to the office of the DHET Parliamentary Liaison Officer by the end of February 2023.

4.2 Timelines

| | |
|-----------------------|--|
| 21 November 2022 | Meeting with service provider to discuss job |
| 22 - 30 December 2022 | Service provider to send design and layout samples for approval by CATHSSETA |
| 15 December 2022 | CATHSSETA to send final version of SSP, SP and APP to the service provider for preview |
| To be confirmed* | All printed copies and 6 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*

5 ADMINISTRATIVE REQUIREMENTS

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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