

GOODS/SERVICES REQUISITION FORM

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

Date issued	08 October 2024	RFQ Number	RFQ/COS/051/2024
Closing Date:	11 October 2024	Closing Time:	16H30
DESCRIPTION:	Reprinting of CATHSSETA Career Guidance Booklets		

1. SCOPE OF WORK

SPECIFICATIONS

CATHSSETA is inviting a suitably experienced and qualified service provider to reprint the 10 000 Career Guidance Booklets and deliver to CATHSSETA Head office, 270 George Road, Noordwyk, Midrand, 1687.

The required service will include the following:

Specification	
Quantity	10 000 Books
Printing	Full colour (CMYK)
Printing	Double-sided printing
Pages	50 pages – 130 text, 1 front cover and inside covers/chapters divided
Size	A5 paper size with bleed, trimmed to 210mm x 297mm

Paper and front cover	Matt lamination with Spot UV vanish photos on back and front covers Gloss vanish on the inside paper
Binding style/finishing	With embossed logo and front cover text Pur binding with 130g/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, able and figures in Arial 10
Other	Provide high-definition images for cover

2. ADMINISTRATIVE REQUIREMENTS

- 2.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 2.2 Completed and signed SBD4, SBD 6.1.
- 2.3 Valid Tax Compliance Pin issued by SARS.
- 2.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 2.5 All RFQ related responses must include the RFQ number as the subject matter.
- 2.6 Central Supplier Database (CSD) Summary Report.
- 2.7 Company Registration Document (CIPC).
- 2.8 Products should be securely packaged to avoid damage during transportation.
- 2.9 The service provider will have to submit the sample of the item(s) for branding & artwork approval before mass production.
- 2.10 The service provider must state clear delivery dates for Career Booklets to CATHSSETA Head office.**

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



3. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

4. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.