



**merSETA**  
MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

## REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/MAR/24/25/357			
CLOSING DATE	03 March 2025	CLOSING TIME	12H00

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
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Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

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## 1. Introduction to Request for Proposal (RFP)

1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

The merSETA is inviting potential service providers to submit the proposal for the services described under scope of work.

1.2 The merSETA invites suitably qualified and experienced independent service provider to procure services and goods for the production and delivery of the merSETA Annual Report for the financial years 2024/2025 and 2025/2026.

1.3 This RFP process is subject to section 51(1)(a)(iii) of the Public Financial Management Act (PFMA) of 1999, Treasury Regulations 16A6.1, Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations).

## 2. Background Information

The contract period for this project will be from date of signature until the conclusion of the Annual Report for financial year 2025/2026.

## 3. Scope of work

- The following must form part of the services required for both financial years:
- Develop Annual Report production project plan;
- Design and layout of 120 to 150 full page colour, A4 size Annual Reports;
- Take photographs of the Accounting Authority and Executive Management for inclusion in the Annual Report (2024/2025 and 2025/2026);
- Proof reading and copy editing;
- Reproduction and print readiness;
- Printing: The base quote on all text in full cover on 120 gsm and cover design, full cover both sides 250 gsm x four hundred (400) copies.

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- Binding of both A4: Thread sewn and/or wired, front page to include embossing and/or varnishing.
- Creative corporate style required (within the constraints of public entities inclusion of appropriate logos – context and order to be provided by the merSETA).

**NB\* Please note that we require two hundred (200) copies for Financial Year 2024/2025 and another two hundred (200) copies for Financial Year 2025/2026.**

#### 4. OUTCOMES AND DELIVERABLES

- 4.1 The delivery of the Annual Reports must meet the following legal compliance deadlines each year, unless advised otherwise (delivery must be made on or before the dates stipulated below). Delivery of 400 copies of the Annual Report in an A4 size booklet format:
- 4.2. Two Hundred (200) copies of the Annual Report for financial period 2024/2025; and
- 4.3. Two Hundred (200) copies of the Annual Report for financial period 2025/2026 to stakeholders as follows:
- Ten (10) to the Department of Higher Education and Training in Pretoria by 31 August;
  - Sixty (60) to Parliament in Cape Town (Office of the Minister of Higher Education and Training) by 31 August;
  - Ten (10) to Government Printers (Pretoria) by 31 August;
  - Five (5) to National Treasury (Pretoria) by 31 August;
  - Ten (10) to Auditor General (Pretoria) by 31 August;
  - Ten (10) to various Government Departments and Libraries by 31 August;
  - One (1) to the merSETA Regional Office in Gqeberha by 03 September;
  - One (1) to the merSETA Regional Office in Durban by 03 September;
  - One (1) to the merSETA Regional Office in Bloemfontein by 03 September;
  - One (1) to the merSETA Regional Office in eMalahleni by 03 September;
  - One (1) to the merSETA Regional Office in Johannesburg (Gauteng South) by 03 September;
  - One (1) to merSETA Regional Office in Cape Town by 03 September;
  - One (1) to the merSETA Regional Office in Pretoria by 03 September; and
  - Eighty eight (88) to the merSETA Head Office in Parktown by 03 September.

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- 4.4. Delivery of **2000 copies of the Annual Report in a USB format** per financial year, that is, 2024/2025 and 2025/2026 respectively:
- a) One (1) copy to Parliament in Cape Town (Office of the Minister of Higher Education and Training) by 31 August;
  - b) Ten (10) to the Department of Higher Education and Training in Pretoria by 31 August;
  - c) Ten (10) to National Treasury (Pretoria) by 31 August;
  - d) Ten (10) to Auditor General (Pretoria), by 31 August;
  - e) One hundred and fifty (150) to the merSETA Regional Office in Gqeberha by 15 September;
  - f) Two hundred and fifty (250) to the merSETA Regional Office in Durban by 15 September;
  - g) One hundred and fifty (150) to the merSETA Regional Office by 15 September;
  - h) One hundred and fifty (150) to the merSETA Regional Office in eMalahleni by 15 September;
  - i) Two hundred and fifty (250) to the merSETA Regional Office in Cape Town by 15 September;
  - j) One hundred and fifty (150) to the merSETA Regional Office in Pretoria by 15 September; and
  - k) Eight hundred and sixty nine (869) copies to the merSETA Head Office in Parktown by 15 September.
- 4.5. The electronic creative artwork pertaining to the merSETA Annual Report becomes the property of merSETA and must be made available to the merSETA.
- 4.6. The Annual Reports for both financial years must be quoted separately.

## 5. CONTENT OF SUBMISSIONS – VERY IMPORTANT

Provide a proposal as per the scope of work above;

5.1. Provider must submit three (3) Annual Report hard copy samples print outs of work previously completed, please note that the evaluators will assess the look, feel and aesthetic of the submitted samples by the closing date of this RFQ. Providers can collect the samples after the necessary viewing.

5.2.

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5.3. Provide the following regarding capacity, expertise, skills, experience:R

- Bidder must submit a maximum of three (3) annual reports produced by the provider in a hard copy format. The date range for said annual reports is from 2019 to date.

5.4. The merSETA requires written references from three (3) companies where the same services have been rendered from 2019 to date. The reference letter must be on an official company letterhead, must be signed and dated with contactable telephone numbers. Include a description of work performed, dates of engagement/services rendered and the level of service rendered.

5.5. Provide a high level project plan clearly indicating milestones and project duration which must show the ability to meet the statutory deadlines.

5.6. Proof of registration on the Central Supplier Database hosted by National Treasury.

## 6. RFP Submission

6.1. Annual Reports hard copy samples must be submitted at the merSETA head office by the closing date and time (**late submissions will not be considered regardless of the submission method**). **Failure to submit hard copy samples will lead to disqualification.**

6.2. Bid documents may be emailed to [quotations@merseta.org.za](mailto:quotations@merseta.org.za) on or before the closing date and closing time

6.3. The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

## 7. Late submissions of the RFP

Submission of quotation(s) received late (after the closing date and time) will not be considered.

## 8. Request for Proposal (RFP) Rules

8.1. The following rules will apply for this Request for Proposal:

8.1.1. The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFP.

8.1.2. The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.

8.1.3. The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).

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8.1.4. A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.

8.1.5. Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

## 9. RFP Evaluation Process

9.1. The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20). Three (3) stages of evaluation process will be undertaken.

### 9.1.2. Evaluation Stage 1: Compliance

9.1.2.1. All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity Consolidated B-BBEE certificate or sworn affidavit
Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4
The bidder must provide Valid PSIRA certificate for the company	Valid PSIRA certificate for the company
Proof of Compensation for Occupational Injuries and Diseases Act (COIDA) compliance submitted	
Valid PSIRA Grade A certificate for at least one of the Directors	

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Proof of UIF compliance	
Proof of valid and current Public Liability Insurance Cover	

### 9.1.3. Evaluation Stage 2: Technical Evaluation

9.1.3.1. The bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table below. Any bid that fails to meet the overall minimum threshold of **75%** or the minimum score for any individual component thresholds will be disqualified for further evaluation on price and specific goals.

No	Evaluation Criteria	Descriptive Indicators	Points
1.	Provider should have five (5) years' of experience in rendering the services required and should be evidenced in the provider's company profile.	Five (5) years and above of experience and in rendering the services required and should be evidenced in the provider's company profile (which must also indicate a high level breakdown of the team and their qualifications), and verifiable letters of reference = <b>30 points</b>	<b>30</b>
		Three (3) years and above of experience in rendering the services required = <b>20 points</b>	
		Below three (3) years of experience = <b>0 points</b>	
2.	Provider must prove capacity to undertake a project of this nature, demonstrated by the inclusion of a curriculum vitae reflecting the experience of the Project Manager.  Project Manager should have three (3) years relevant experience in Project Management.	Three (3) years and above of experience in Project Management = <b>20 points</b>	<b>20</b>
		Two (2) years and above of experience in Project Management = <b>15 points</b>	
		Less than two (2) years of experience in Project Management = <b>0 points</b>	
3.	Provider provide three (3) written references from companies/entities where the	Three (3) or more relevant reference letters provided. = <b>30 points</b>	<b>30</b>
		Two (2) relevant reference letters provided = <b>20 points</b>	

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No	Evaluation Criteria	Descriptive Indicators	Points
	same services were rendered from 2019 to date with <b>description of work performed.</b> (The reference letter must be on an official company letterhead, must be signed and dated with contactable telephone numbers. It must include a description of work performed, dates of engagement/services rendered and the level of service rendered.	Less than two (2) reference letters provided or unsatisfactory reference letter(s) = <b>0 points</b>	
4.	Provider must submit a high level project plan demonstrating the project milestones, turnaround times and should indicate the provider's ability to meet the statutory deadlines of the merSETA as per the scope of work The plan should also allow for sufficient time to make changes, revisits areas for consideration.	<p>The provider provided a high-level project plan demonstrating the project milestones, turnaround times and should indicate the ability to meet the statutory deadlines of the merSETA as per the scope of work = <b>20 points</b></p> <p>No detailed project plan or unsatisfactory project plan submitted = <b>0 points</b></p>	<b>20</b>
<b>TOTAL WEIGHTING</b>			<b>100</b>
<b>MINIMUM WEIGHTING SCORE</b>			<b>75</b>

Each proposal that passed functional evaluation of **75%** and more, will be on equal footing to proceed to this final round of evaluation on price and specific goals.

#### 9.1.4. Evaluation Stage 3: Preference Point System

9.1.4.1. The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

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The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
<b>Total Points allocated to Specific Goals</b>	<b>20</b>	

**Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.**

## 10. Cost Proposal

10.1. All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR), **must be inclusive of everything as per the scope of work.**

## 11. merSETA's RIGHTS

11.1. The merSETA is entitled to amend any bid condition, bid validity period, RFP terms of reference, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the merSETA has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the merSETA's website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.

11.2. The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.

11.3. The merSETA reserves the right to award this bid as a whole or in part.

11.4. The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.

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- 11.5. The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 11.6. The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- 11.7. The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 11.8. The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 11.9. The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

## **12. UNDERTAKINGS BY THE BIDDER**

- 12.1 By submitting a bid in response to the RFP, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- 12.2. The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified or such a time determined by merSETA of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.
- 12.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFP, and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 12.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s)

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and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

12.5. The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.

12.6 The bidder accepts that all costs incurred in the preparation, presentation, and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.

12.7. Should the bidder require to cede a portion of service(s) in relation to the award, the bidder must inform the merSETA in writing and merSETA reserves the right to accept or reject.



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## **ANNEXURE A**

### **Specific Goal Guide – Preferential points (80/20)**

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“**Specific goals**” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

**Please note that:**

- Financial account, management account or auditors’ letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

#### **Preferential points for tenders without local content requirements.**

☐

Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PwD) Ownership	4	Medical certificate		
<b>Total Points allocated to Specific Goals</b>	<b>20</b>			

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AUTHORISATION SIGNATORIES TO CONFIRM RFP			
The employee signing below hereby affirms the accuracy of the information requested for the proposal.			
Supply Chain Management Representative			
Full Names	Kgomotso Mabe	Date	20 February 2025
Signature			
Technical Representative			
Full Names		Date	
Signature			



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