

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

**SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
PROVIDE PRINTING SERVICE FOR THE PUBLIC SERVICE EDUCATION AND
TRAINING AUTHORITY FOR A PERIOD OF 36 MONTHS**

QUOTATION NUMBER: RFP/2021/001214

CLOSING DATE: 27 JUNE 2025

CLOSING TIME: 11:00

No late applications will be accepted



1. INTRODUCTION

- 1.1. Public Service Sector Education and Training Authority (PSETA) is established in terms of section 9(1) and (2) of the Skills Development Act (Act No. 97 of 1998 as amended). The Skills Development Act is the enabling legislation and guides PSETA operations as a Sector Education and Training Authority (SETA), as set out in section 10 of the Act.

2. BACKGROUND & CONTEXT

- 2.1. To support the mandate of the PSETA, the Stakeholder Management & Communication function role within the organization is to develop both electronic and printed publications for communication purposes as well as marketing materials for branding purposes. The PSETA seeks to appoint a professional printing company with the ability to work under pressure and deliver within the specified turnaround times to be agreed upon for a period of three years. The service providers will be required to deliver on the scope of work as detailed below for the duration of the contract.

3. SPECIFICATION

The service provider will be required to provide:

- 3.1. Printing service in line with the brief/ guidelines provided. The provision must also be made for editing publications as print ready proofs.
- 3.2. Mini proposal indicating timeframes for each item on the scope of work.
- 3.3. In-house, fully fledged printing house that can accommodate urgent work required.
- 3.4. PSETA supports green economy, sustainable forestry standards and an FSC certification will be an added advantage, but not compulsory.

3.5. Ability to do surface printing, flexographic printing, and screen printing.

3.6. The publications to be developed in this financial year are:

Publication	Financial year	Quantity & Est. No. of Pages	Specification
Annual Report	2024/25	Quantity: 100 & 120pages	Full Colour, UV vanish, 300gms cover, 250 inside.
Annual Report	2025/26	Quantity: 100 & 120pages	Full Colour, UV vanish, 300gms cover, 250 inside, square size.
Annual Report	2026/27	Quantity: 100 & 120pages	Full Colour, UV vanish, 300gms cover, 250 inside, square size.
Annual General Meeting Presentation, Programme & Speaker profile booklet	2025	55	Full Colour, UV vanish, 300gms cover, 250 inside, A5 size.
Annual General Meeting Presentation, Programme & Speaker profile booklet	2026	75	Full Colour, UV vanish, 300gms cover, 250 inside, A5 size.
Annual General Meeting Presentation, Programme & Speaker profile booklet	2027	100 & 15 pages	Full Colour, UV vanish, 300gms cover, 250 inside, A5 size.
Sector Skills Plan Update	2025, 2026, 2027	100 & 80 pages	Full Colour, UV vanish, 300gms

			cover, 250 inside, square size.
Sector Skills Plan Summary	2025, 2026, 2027	100 & 15 pages	Full Colour, UV vanish, 300gms cover, 250 inside, A5 size.
Annual Performance plan	2025, 2026, 2027	100 copies and 100 pages	Full Colour, UV vanish, 300gms cover, 250 inside, square size.
Strategic Plan	2025, 2026, 2027	100 copies and 80 pages	Full Colour, UV vanish, 300gms cover, 250 inside, square size.
Career Guide	2025, 2026, 2027	3000 copies and 30 pages	Full Colour, UV vanish, 300gms cover, 250 inside, A5 size.
Brochures	Non applicable	1000	A4 folded to DL size
10 % of the quotation amount for contingency and miscellaneous costs.	Non applicable	Non applicable	Non applicable
Printing of pull-up banners	2025/2026/2027	X6	Deluxe pull-up banners
Printing of outdoor branding combo	2025/2026/2027	X2 sets	X1 Gazebo, X4 pop-up banner, X4shark fin flag, X2 adult chairs, X1 umbrella
Printing of Standard Lantern Banner	2025/2026/2027	X6	Size: 0.6m (w) x 1.5m (h) 0.8m (w) x 2m (h) Branding: Full-Colour Dye Sublimation
Printing of certificates (strictly	2025/2026/2027	Minimum 150 (price per certificate)	A4, Full colour, Certificate number.

Printing SA bodies certified/ accredited for security printing)			
Printing of temper bags	2026/2027	1000 per year	Standard size

4. TIMELINES OF THE PROJECT

- 4.1. The duration of the contract will be for thirty-six (36) months from the date of appointment.

5. QUALITY AND REPORTING REQUIREMENTS

- 5.1. The service provider will submit cost per delivery as and when a task is required to the Stakeholder Management & Communications Manager, to manage the budget.

6. INTELLECTUAL PROPERTY

- 6.1. All the information derived from this assignment will remain the property of the PSETA. This includes data gathering tools, raw data, and all reports. Publication of any information emanating from this assignment is prohibited unless permission to do so is granted by the PSETA.

7. PRICING

- 7.1. The proposed total pricing must be inclusive of VAT. PSETA reserves the right to negotiate the price quotation before the contract is awarded.
- 7.2. PSETA requires a breakdown/ fee narration on any of the service items that are priced, and service providers are required to provide the same after contracting when submitting invoices for services rendered.

8. EVALUATION PROCESS

8.1. PHASE 1 - FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 65 points out of 100 points that will be awarded for functionality before they are considered further. Any bid that does not meet the minimum eligibility threshold will not be evaluated further on Price. The functionality criteria together with the maximum points to be awarded are set out below:

Phase 1: Functionality Evaluation

Domain	Evaluation Method	Criteria	Weight	Score
1. Company profile indicating the years of Experience in production.	<ul style="list-style-type: none"> Company profile 	NB: All proposals must cover sections outlined in section 3. 1 = Company profile with 0-1 years' experience 2 = Company profile with 2-3 years' experience 3 = Company profile with 4-5 years' experience 4 = Company profile with 6-7 years' experience 5 = Company profile with 8-9 years' experience	30	1
				2
				3
				4

				5
2. Project proposal with timeframes financial proposal with prices per item.	<p>The service provider must submit:</p> <ul style="list-style-type: none"> Mini proposal indicating timeframes for each item on the scope of work, and a financial proposal with line items breakdown. Service providers who do not supply mini proposals with timeframes will be disqualified. 	<p>1= No proposal submitted. 2= Only time frames submitted 3 = Only project proposal submitted 4 = Both project and financial proposals with time frames financial breakdown submitted 5 = Both project and financial proposals within depth time frames and financial breakdown of each activity submitted.</p>	40	1
				2
				3
				4
				5
3. References		<ul style="list-style-type: none"> 1 = No reference letter provided of work previously done. 	30	1

Traceable references of clients where projects of similar nature were conducted.	Reference letters as evidence of previous similar work done. (NB: <i>The Reference Letter(s) must be on the letterhead of the previously serviced organisation and should reflect at least name of the organisation, title of the work done, year conducted, year completed, contactable reference name and contact details</i>)	<ul style="list-style-type: none"> • 2 = 2 reference letters • 3 = 3 reference letters. • 4 = 4 reference letters with a list of similar work done. • 5 = 5 reference letters with a list of similar work done. 		2
				3
				4
				5



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PHASE 2: PREFERENTIAL POINTS SYSTEM SCORING		Points
Bidders meeting the minimum functionality criteria, will then be scored on the 80/20 principle, based on their price and specific goals. The bidders with the highest points on price and specific goals will be awarded the contract.		80
Price		
Special goals		20
Black owned company	8	
Women	4	
Youth	5	
Disability	3	
Total		100

9. FORMAT OF THE BID SUBMISSION

- 9.1 Proposals must be submitted physical, the proposals must be submitted in one original and 2 copies2Company profile indicating all the requirements as per the evaluation criteria.

9.2 Track record and experience

9.3 Submission of all applicable documents as indicated below:

- Certified copy of doctor's certification with medical practice number (in order claim points for disability as per SBD 6.1)
- Certified copies of the director's ID's document (in order claim points for as per SBD 6.1)
- Certified copy of BB-BEE certificate or sworn affidavit
- Valid Tax compliance status (TCS) PIN or proof of exemption from SARS;
- Copy of the registration document of the organisation (CIPC);
- Copy of the Central Supplier Database registration.

10. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

10.1 All Standard Bidding documents (SBD) documents must be completed and signed.

- SBD 1.1(each section must be fully completed)
- SBD 4(each section must be completed)
- SBD 6.1(each section must be fully completed)
- Proof of registration on Central Supplier Database.
- General Conditions of Contract (each page must be entailed/signed)

NB: Please note that failure to submit documents requested on section 10 will render the proposal disqualified.

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building

Hillcrest Office Park, Lynwood

Pretoria

No late applications will be accepted.


07/05/25

No electronic bid applications will be accepted.

The Validity period of the bids is 60 days from the closing date. Please direct all queries to Ms. Ursula Mathonsi via email @ ursulam@pseta.org.za or telephonically on 012-4235700.