



<b>RFP NUMBER:</b>	RFP/SASSETA/25261112
<b>DESCRIPTION:</b>	Appointment of a services of an experienced service provider for the design, layout, and production of corporate publications
<b>PUBLISH DATE:</b>	10 October 2025
<b>CLOSING DATE:</b>	03 November 2025
<b>CLOSING TIME:</b>	11h00 am
<b>COMPULSORY BRIEFING SESSION DATE</b>	N/A
<b>VALIDITY PERIOD:</b>	120 days from the closing date
<b>PREFERENCE POINT SYSTEM</b>	80/20
<b>BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY</b>	Proposals to be submitted electronically via email to <a href="mailto:layout@sassetta.org.za">layout@sassetta.org.za</a> quoting the reference (RFP/SASSETA/25261112)
<b>ATTENTION:</b>	Mr. Khanyiso Gwele
<p>The email address (<a href="mailto:layout@sassetta.org.za">layout@sassetta.org.za</a>) is for the submission of tender proposals and will be accessed by SASSETA after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to <a href="mailto:scm04@sassetta.org.za">scm04@sassetta.org.za</a></p>	

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**If you receive any suspicious calls asking for payment to secure an award of a bid or the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.**

## **DOCUMENTS IN THIS BID DOCUMENT PACK**

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### **SECTION A**

1. RFP Submission Conditions and Instructions
2. Specifications
3. Selection Process

### **SECTION B**

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.1)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1)
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Annexure B – Pricing schedule

**NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.**

## 1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

### 1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

### 1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no compulsory briefing session for this Request for Proposal

### 1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Mr. Khanyiso Gwele** at [scm04@sasseta.org.za](mailto:scm04@sasseta.org.za) by **12h00** on **24 October 2025**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

### 1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically only via email to:  
[layout@sasseta.org.za](mailto:layout@sasseta.org.za) (maximum size of the email 30MB)
- 1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder. Any submission(s) exceeding 30MB will be automatically rejected by the server.
- 1.4.1.2 Submission(s) that exceed 30MB can be made through the method of WeTransfer. Bidders are advised NOT to set expiry date on the submission(s) made. If a Bidder's response is found to have expired during the evaluation period, it will be considered non-responsive
- 1.4.1.3 Bidders are to submit their document in the following formats "PDF, Excel, Picture format and zipped files only. Submissions made with different formats from the ones above and not supported by the SASSETA environment will be deemed non-responsive.
- 1.1.1.1 Bidders must not submit their responses via Google drive method as this option requires access via a Gmail account. If a Bidder's response is found to have been sent via Google drive during the evaluation period, it will be considered non-responsive.
- 1.1.1.2 Bidders are advised to double check their submission(s) before responding to the bid.

### 1.2 Closing date and time: **03 November 2025 @11h00**

### 1.3 LATE BIDS

- 1.3.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

### 1.4 NEGOTIATION

- 1.4.1 SASSETA has the right to enter into a negotiation with a prospective service provider.

- 1.4.2 A contract will only be deemed to be concluded when reduced to writing in a

contract form signed by the designated responsible person of both parties.

## **1.5 REASONS FOR REJECTION**

- 1.5.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.5.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:
  - 1.5.2.1 have abused the Supply Chain Management systems of SASSETA.
  - 1.5.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
  - 1.5.2.3 have failed to perform on any contract and the proof exists.
  - 1.5.2.4 Such actions shall be communicated to the National Treasury.

## 2. TERMS OF REFERENCE

### 2.1 INTRODUCTION AND BACKGROUND

2.1.1 SASSETA is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA is among the SETAs that were re-established in the “New SETA Landscape” by the Minister of Higher Education and Training from 01 April 2020 to 31 March 2030.

### 2.2 PURPOSE

2.2.1 The Safety and Security SETAs (SASSETA) requirement is to procure the services of an experienced service provider for the design, layout, and production of corporate publications.

### 2.3 SCOPE OF WORK

2.3.1 The Marketing and Communications department requires a service provider to produce SASSETA's corporate publications and marketing material from 01 April 2026 until 31 March 2030.

2.3.2 The successful design company to undertake the following:

- 2.3.2.1 Annual Performance Plans
- 2.3.2.2 Strategic Plans
- 2.3.2.3 Annual Report
- 2.3.2.4 Sector Skills Plan
- 2.3.2.5 SASSETA Handbook
- 2.3.2.6 Employee Induction pack
- 2.3.2.7 Event programmes
- 2.3.2.8 Event invitations
- 2.3.2.9 Career Guidance booklet for learners
- 2.3.2.10 Career Guidance booklet for educators
- 2.3.2.11 Branded presentation folders for office use
- 2.3.2.12 Internal templates
- 2.3.2.13 Adverts
- 2.3.2.14 Posters
- 2.3.2.15 Calendars
- 2.3.2.16 Branded roll-up podium banner with rods and finials
- 2.3.2.17 Z-Fold leaflet
- 2.3.2.18 A4 Half Folded to A5

### 2.4 REQUIRED DELIVERABLES

2.4.1 The service provider will be required to supply and deliver the following on an ad-hoc basis, different quantities and different intervals:

No	Item	Specification	Quantity
1.	Annual Performance Plan	<ul style="list-style-type: none"><li>➤ Design, layout, and production</li><li>➤ Provide 3 cover page concepts</li><li>➤ No of pages: between 100 and 150 incl. cover pages</li><li>➤ Images sourcing x15</li><li>➤ Editing and proofreading a final copy</li><li>➤ Full colour throughout</li><li>➤ Format: A4 portrait</li><li>➤ Reverts x5</li><li>➤ SASSETA to supply content</li><li>➤ Final product: PDF &amp; Word format</li></ul>	1

		<ul style="list-style-type: none"> <li>▪ Cover pages: 300gsm matt laminated and spot varnish</li> <li>▪ Inner pages: Text printed on 135gsm and Magno gloss</li> <li>▪ Binding: Perfect bound</li> </ul>	
		➤ Print run	1 - 50
		➤ Print run	51 - 100
		➤ Print run	101 - 200
		➤ Print run	201 and above
2.	Strategic Plan	➤ Design, layout, and production	1
		➤ Provide 3 cover page concepts	
		➤ No of pages: between 60 and 70 incl. cover pages	
		➤ Image sourcing x15	
		➤ Editing and proofreading a final copy	
		➤ Full colour throughout	
		➤ Format: A4 portrait	
		➤ Reverts x5	
		➤ SASSETA to supply content	
		➤ Final product: PDF & Word format	
		<ul style="list-style-type: none"> <li>▪ Cover pages: 300gsm matt laminated and spot varnish</li> <li>▪ Inner pages: Text printed on 135gsm and Magno gloss</li> <li>▪ Binding: Perfect bound</li> </ul>	
		➤ Print run	1 - 50
		➤ Print run	51 - 100
		➤ Print run	101 - 200
		➤ Print run	201 and above
3.	Annual Report	➤ Design, layout, and production	1
		➤ Provide 3 cover page concepts	
		➤ No of pages: between 120 & 150 incl cover pages	
		➤ Image sourcing x15	
		➤ Editing and proofreading a final copy	
		➤ Full colour throughout	
		➤ Format: A4 portrait	
		➤ Reverts x5	
		➤ SASSETA to supply content	
		➤ Final product: PDF & Word format	
		<ul style="list-style-type: none"> <li>▪ Cover pages: 300gsm matt laminated and spot varnish</li> <li>▪ Inner pages: Text printed on 135gsm and Magno gloss</li> <li>▪ Binding: Perfect bound</li> </ul>	
		➤ Print run	1 - 50
		➤ Print run	51 - 100
		➤ Print run	101 - 200
		➤ Print run	201 and above
4.	Sector Skills Plan	Design, layout, and production	1
		Provide 3 cover page concepts	
		No of pages: between 80 & 100 incl. cover pages	
		Image sourcing x15	
		Editing and proofreading a final copy	
		Full colour throughout	
		Format: A4 portrait	
		Reverts x5	
		SASSETA to supply content	
		Final product: PDF format	
		<ul style="list-style-type: none"> <li>▪ Cover pages: 300gsm matt laminated and spot varnish</li> <li>▪ Inner pages: Text printed on 135gsm and Magno gloss</li> <li>▪ Binding: Perfect bound</li> </ul>	
		➤ Print run	1 - 50
		➤ Print run	51 - 100
		➤ Print run	101 - 200

		➤ Print run	201 and above
5.	SASSETA Handbook	Design, layout, and production	1
		Provide 3 cover page concepts	
		No of pages: between 30 & 40 incl. cover pages	
		Image sourcing x15	
		Editing and proofreading a final copy	
		Full colour throughout	
		Format: A5 portrait	
		Reverts x5	
		SASSETA to supply content	
		Final product: PDF & Word format	
		<ul style="list-style-type: none"> <li>▪ Cover pages: 300gsm matt laminated and spot varnish</li> <li>▪ Inner pages: Text printed on 135gsm and Magno gloss</li> <li>▪ Binding: Perfect bound</li> </ul>	
		➤ Print run	1 - 100
		➤ Print run	101 - 200
6.	Employee Induction Handbook	Design, layout, and production	1
		Provide 3 cover page concepts	
		No of pages: between 20 & 30 incl. cover pages	
		Image sourcing x15	
		Editing and proofreading a final copy	
		Full colour throughout	
		Format: A5 portrait	
		Reverts x5	
		SASSETA to supply content	
		Final product: PDF & Word format	
		<ul style="list-style-type: none"> <li>▪ Cover pages: 300gsm matt laminated and spot varnish</li> <li>▪ Inner pages: Text printed on 135gsm and Magno gloss</li> <li>▪ Binding: Perfect bound</li> </ul>	
		<ul style="list-style-type: none"> <li>▪ Cover pages: 300gsm matt laminated and spot varnish</li> <li>▪ Inner pages: Text printed on 135gsm and Magno gloss</li> <li>➤ Binding: Perfect bound</li> </ul>	
		➤ Print run	1 - 50
7.	Event Programmes	Design, layout, and production	1
		Provide 3 concepts	
		Size: A5	
		Full colour throughout	
		SASSETA to supply content	
		Paper: 300gsm matt laminated and spot varnish	
		➤ Final product: PDF & Word format	
		➤ Print run	1 - 50
		➤ Print run	51 - 100
		➤ Print run	101 - 200
		➤ Print run	201 and above
		Design, layout, and production	1
		Provide 3 concepts	
		Size: A5	
		Full colour throughout	
		SASSETA to supply content	
		Paper: 300gsm matt laminated and spot varnish	
		➤ Final product: PDF & Word format	
		➤ Print run	1 - 50
		➤ Print run	51 - 100
		➤ Print run	101 - 200
8.	Event Invitations	Design, layout, and production	1
		Provide 3 concepts	
		Size: A5	
		Full colour throughout	
		SASSETA to supply content	
		Paper: 300gsm matt laminated and spot varnish	
		➤ Final product: PDF & Word format	
		➤ Print run	1 - 50
		➤ Print run	51 - 100
		➤ Print run	101 - 200
		➤ Print run	201 and above
		Design, layout, and production	1
		Provide 3 concepts	
		Size: A5	
		Full colour throughout	
		SASSETA to supply content	
		Paper: 300gsm matt laminated and spot varnish	
		➤ Final product: PDF & Word format	
		➤ Print run	1 - 50
		➤ Print run	51 - 100
		➤ Print run	101 - 200

		➤ Print run	51 - 100
		➤ Print run	101 - 200
		➤ Print run	201 and above
9.	Career Guidance booklet for learners	Design, layout, and production	
		Provide 3 concepts	
		Size: A5	
		No of pages: between 20 & 30 incl. cover pages	
		Full colour throughout	
		SASSETA to supply content	
		Paper: Text printed on 135gsm and Magno gloss	
		➤ Final product: PDF & Word format	
		➤ Print run	1 - 1000
		➤ Print run	1001 - 2000
		➤ Print run	2001 - 3000
		➤ Print run	3001 - 4000
		➤ Print run	4001 and above
10.	Career Guidance booklet for educators	➤ Design, layout, and production	
		➤ Provide 3 concepts	
		➤ Size: A5	
		➤ No of pages: between 40 & 50 incl. cover pages	
		➤ Full colour throughout	
		➤ SASSETA to supply content	
		➤ Paper: Text printed on 135gsm and Magno gloss	
		➤ Final product: PDF & Word format	
		➤ Print run	1 - 1000
		➤ Print run	1001 - 2000
		➤ Print run	2001 - 3000
		➤ Print run	3001 - 4000
		➤ Print run	4001 and above
11.	Branded presentation folders for office use	Design, layout, and production	1
		Size: A4	
		Material/Paper: 350gsm matt laminated and spot varnish	
		Full Colour throughout	
		Sides: 4 sides	
		➤ Print run	1 - 500
		➤ Print run	501 - 1000
		➤ Print run	1001 - 1500
12.	Internal Templates	➤ Print run	1501 and above
13.	Adverts	Design, layout, and production	1
		Full Colour throughout	
		SASSETA to supply content	
		Final product: Editable electronic version	
		Design, Layout and Production	
		Black and White & Full colour	
		Final product: Editable electronic version	
		Size: Full page	1
		Size: Half-page	1
		Size: 9 x 3	1
		Size: 10 x 3	1
		Size: 12 x 3	1
		Size: 13 x 3	1
		Size: 15 x 3	1
		Size: 16 x 3	1
		Size: 20 x 4	1
14.	Posters	Design, layout, and production	1
		Size: A2	
		Material/Paper: 350gsm matt laminated and spot varnish	



		Full Colour throughout	
		SASSETA to supply content	
		➤ Final product: Editable electronic version	
		➤ Print run	1 - 10
		➤ Print run	11 - 20
		➤ Print run	21 and above
15.	Calendars	Design, layout, and production	1
		Size: A3	
		Full Colour throughout	
		SASSETA to supply content	
		Material/Paper: 350gsm matt laminated and spot varnish	
		➤ Print run	1 - 100
		➤ Print run	101 - 200
		➤ Print run	201 and above
16.	Branded roll-up podium banner with rods and finials	Design, layout, and production	1
		Brass rods and finials	
		Material: 100% polyester material - 80% shine through	
		Size: 70 x 50 x 110cm	
		Length 110cm <b>(this should be the size after the sewing to accommodate rods i.e. the space with the branding)</b>	
		SASSETA to supply content	
17.	Z-Fold Leaflet	Design, layout, and production	1
		Size: 210 x 297mm	
		Full Colour throughout	
		SASSETA to supply content	
		Material/Paper: 350gsm matt laminated and spot varnish	
		➤ Final product: PDF & Word format	
		➤ Print run	1 - 1000
		➤ Print run	1001 - 2000
		➤ Print run	2001 - 3000
		➤ Print run	3001 - 4000
		➤ Print run	4001 and above
18.	A4 Half Folded to A5	Design, layout, and production	1
		Size: 210 x 297mm	
		Full Colour throughout	
		SASSETA to supply content	
		Material/Paper: 350gsm matt laminated and spot varnish	
		➤ Final product: Editable electronic version	
		➤ Print run	1 - 1000
		➤ Print run	1001 - 2000
		➤ Print run	2001 - 3000
		➤ Print run	3001 - 4000
		➤ Print run	4001 and above

## **2.5 SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT**

### **2.5.1 The bidding company must:**

- 2.5.1.1 Submit the company profile demonstrating the design, layout, and production of corporate publications as part of their service offering and that the company has been in operation for five (5) years or more.
- 2.5.1.2 Have completed a number of assignments for different clients in design, layout and production of corporate publications and marketing literature. Signed reference letters with traceable references to which the same services were rendered must be submitted.
- 2.5.1.3 Have completed a number of publications in similar services. Electronic copies of previous publications to be submitted as per the reference letters above.

## **2.6 TIMEFRAME FOR DELIVERY OF THE WORK**

- 2.6.1 The duration of the contract will be from 01 April 2026 until 31 March 2030.

## **2.7 PRICING**

- 2.7.1 For appointments on this panel, bidders are required to submit their quotation on the scales per population provided on SBD 3.1.
- 2.7.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 2.7.3 Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:
  - 2.7.3.1 Claim travel mileage costs applicable to this contract as per the Department of Transport rates
  - 2.7.3.2 Book only economy-class flights
  - 2.7.3.3 Book Group A hire cars, otherwise, Group B are to be used for service Providers outside of Gauteng.
  - 2.7.3.4 Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when travelling to and from the airport
  - 2.7.3.5 Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ three (3) Star per night per person (including dinner, breakfast and parking).
  - 2.7.3.6 Submit all applicable invoices/receipts for the travel undertaken and a google map of the trip where travel by private car was undertaken for payment.
  - 2.7.3.7 All travel to be approved by SASSETA before being undertaken.

## **2.8 ACCOUNTABILITY AND REPORTING**

- 2.8.1 The service provider will report directly to the SASSETA Marketing and Communications Manager for the duration of the contract.

## **2.9 SUBMISSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) (ANNEXURE A)**

- 2.9.1 Bidders are requested to initial each page of the General Conditions of Contract (GCC) *annexure A* and submit their response to this Request for Proposal. The GCC will form part of the contract with the successful Bidder.

## **2.10 INTELLECTUAL PROPERTY**

- 2.10.1 The service provider will be contracting with SASSETA. All data of this project, in whatever format raw or analysed, will be confidential information for utilisation by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the SLA. protection of personal information act.

## **2.11 PROTECTION OF PERSONAL INFORMATION ACT**

- 2.11.1 All Service Providers are to take note of the implications of POPI Act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:
- 2.11.1.1 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.
- 2.11.1.2 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives Act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.
- 2.11.1.3 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.
- 2.11.1.4 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

### 3. PROPOSED SELECTION CRITERIA

#### 2.1. Compliance with minimum requirements

2.1.1. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.

#### 2.2. Conditions for selection/short listing

2.2.1. All submissions will be evaluated as follows:

##### 2.2.1.1. Phase 1 – Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD 1, SBD 3.1, SBD 4, and SBD 6.1
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

##### 2.2.1.2. Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table on a scale of 0 to 2 as follows:
  - 0: Document/item not submitted; Unacceptable, does not meet set criteria; Weak, less than acceptable. Insufficient for performance requirements
  - 1: Satisfactory, very good, above average should be adequate for stated element/compliance to the requirement

## FUNCTIONALITY EVALUATION

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Suitability of the Bidding Company	Rating out of 1	Evaluation criteria	100%	
Submit the company profile demonstrating the design, layout, and production of corporate publications as part of their service offering and that the company has been in operation for five (5) years or more.	0	The Bidding company did not submit a company profile, or the company submitted a company profile with no demonstration of the design, layout, and production of the corporate publication as part of the service offering.	20%	
	1	The Bidding company submitted a company profile demonstrating the design, layout, and production of the corporate publication as part of the service offering and that the company has been in operation for five (5) years or more.		
The bidding company has undertaken three (3) or more design, layout and production of corporate publications and marketing literature. Three (3) or more signed reference letters with traceable references where design, layout and production corporate of publications and marketing literature were rendered to be submitted.	0	No written reference letters were submitted, or the bidder submitted less than three (3) signed reference letters on company letterhead with contact details where design, layout and production of corporate publications and marketing literature were rendered.	40%	
	1	The Bidder has submitted three (3) or more signed reference letters on company letterhead with contact details where design, layout and production of corporate publications and marketing literature rendered.		
The bidding company to have completed three (3) or more publications in design, layout and production of corporate publications and marketing literature.	0	The Bidding Company has completed less than three (3) electronic copies of published articles in similar services. Less than three (3) electronic copies of corporate publications are attached from the reference letters submitted above.	40%	

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Electronic copies of previous publications to be submitted from the above-mentioned reference letters. Electronic publications not linked to the above-mentioned reference letters will not be awarded points.	1	The Bidding Company has submitted three (3) or more copies of electronic published articles where design, layout and production of corporate publications and marketing literature where undertaken. Three (3) or more electronic copies of corporate publications attached from the reference letters submitted above.		
<b>TOTAL POINTS</b>			<b>100</b>	

**N/B: Bidders need to obtain 80% functionality for them to be evaluated further. Bidders who do not meet the required functionality threshold will be disqualified from further evaluation.**

#### 2.2.1.3. Phase 3 – Price and Specific Goals

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
<b>TOTAL FOR PRICE AND PREFERENCE</b>	<b>100</b>

#### 2.2.1.4. ADJUDICATION OF BID

- The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

## PART A - INVITATION TO BID.

<b>YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>RFP/SASSETA/25261112</b>	CLOSING DATE:	<b>03 November 2025</b>	CLOSING TIME:	<b>11h00</b>
DESCRIPTION	Appointment of a services of an experienced service provider for the design, layout, and production of corporate publications.				
<b>PROPOSALS TO BE EMAILED:</b>					
Proposals to be submitted electronically only via email to <a href="mailto:layout@sasseta.org.za">layout@sasseta.org.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Mr. Khanyiso Gwele</b>		CONTACT PERSON	<b>Mr. Khanyiso Gwele</b>	
E-MAIL ADDRESS	<a href="mailto:scm04@sasseta.org.za">scm04@sasseta.org.za</a>		E-MAIL ADDRESS	<a href="mailto:scm04@sasseta.org.za">scm04@sasseta.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE INSOUTH AFRICA FOR THE GOODS /SERVICES /WORKSOFFERED?	Yes No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>	Yes No  [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/>	<input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/>	<input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/>	<input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/>	<input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/>	<input type="checkbox"/>
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>					



## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**NAME OF SIGNATORY** .....

**SIGNATURE OF BIDDER:** .....

**N/B.:** If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

**N/B.:** If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....  
(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....

**PRICING SCHEDULE****(Goods Services)**

NAME OF BIDDER: .....

BID NO.: RFP/SASSETA/25261112

CLOSING TIME: **11h00**CLOSING DATE: **03 November 2025**OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID

ITEM NO	DESCRIPTION **(ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY
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**The Quotation should detail:****The total consolidated Unit costs on Annexure B R \_\_\_\_\_ (incl. of VAT where applicable)**

- i. Bidders are to ensure that all items indicated on **(Annexure B)** are quoted for.
- ii. The template will sum up the total.
- iii. Bidders are requested to input their costs only and sign off.
- iv. Bidders are requested to submit Annexure B without changing any of the details on this document.
- v. Bidders are required to submit this excel spreadsheet in Excel format for evaluation purposes and also a signed PDF version for audit trail purposes.

**Note 1:** Total cost as specified in **Annexure B** will be considered for evaluation purposes.**Note 2:** Unit price refers to unit descriptions as per **Annexure B**.**Note 3:** Travel and disbursement costs will be reimbursed utilising the Department of Transport travel rates

Bidders are to record the name and surname of the proposed Team Leader Resource on this assignment in the table below as follows:

NO.	NAME AND SURNAME (only one name to be recorded)	IS CV ATTACHED <i>(Circle the response below)</i>	
1		YES	NO

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

(To be signed by a duly Authorised Delegate)

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

**2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? **YES/NO**

**2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table.

Full Name	Identity Number	Name of State institution

**N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above**

**2.2** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

**2.2.1** If so, furnish particulars:

.....  
 .....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

**2.3.1** If so, furnish particulars:

.....  
 .....

### 3. DECLARATION

I, the undersigned, (name).....in  
submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the officialbid opening or of the awarding of the contract.
  
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
  
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible impositionof administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

1 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

**1.1** The following preference point systems are applicable to invitations to quote:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

**1.3** Points for this quotation (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

**1.5** The maximum points for this quotation are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

**1.6** Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.

**1.7** The organ of state reserves the right to request a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

#### 3.2 POINTS AWARDED FOR SPECIFIC GOALS

- a) In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the quotation.
- b) For the purposes of this quotation, the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

**Table 1: Specific goals for the bidder and points claimed are indicated per the table below.**

The specific goals allocated points in terms of this bid	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 bidder)
Black People Owned (at least 51%)Black Women Ownership (at least 30%)	5	
Black Women Ownership (at least 30%)	5	
Youth owned enterprises (at least 30%)	5	
The Promotion of South African owned enterprises	5	
<b>Total Score</b>	<b>20</b>	

**NB: Specific goals will not be rewarded to bidders who do not record their points in the table above**

**DECLARATION WITH REGARD TO COMPANY/FIRM**

3.3 Name of company/firm.....

3.4 Company registration number:.....

3.5 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium  
☐ One-person business/sole propriety  
☐ Close corporation  
☐ Public Company  
☐ Personal Liability Company  
☐ (Pty) Limited  
☐ Non-Profit Company  
☐ State Owned Company[TICK APPLICABLE BOX]

3.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the quotation, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary

.....  
**SIGNATURE(S) OF BIDDER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....



## DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Certified copy/ies of Identity documents of the Company Directors
- c) CSD report
- d) Shareholder Certificates

**NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted).

**BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:**

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) <b>To be signed by a duly Authorised Delegate.</b>	
2.	Part 2: Completed and signed pricing schedule (SBD 3.1) <b>To be signed by a duly Authorised Delegate.</b>	
3.	Part 3: Completed and signed the Bidder's disclosure (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document).</i> <b>To be signed by a duly Authorised Delegate</b>	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) <b>To be signed by a duly Authorised Delegate. Not claiming points as per SBD 6.1 will lead to Specific Goals points not awarded</b>	
5.	Part 5: Submitted the General Conditions of Contract (initialed each page)	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.1	
	Part 8: Submit the company profile demonstrating the design, layout, and production of corporate publications as part of their service offering and that the company has been in operation for five (5) years or more.	
	Part 9: The bidding company has undertaken three (3) or more design, layout and production of corporate publications and marketing literature. Three (3) or more signed reference letters with traceable references where design, layout and production corporate of publications and marketing literature were rendered to be submitted.	
	Part 10: The bidding company to have completed three (3) or more publications in design, layout and production of corporate publications and marketing literature. Electronic copies of previous publications to be submitted from the above-mentioned reference letters. Electronic publications not linked to the above-mentioned reference letters will not be awarded points.	
10.	<b>Part 11: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.</b>	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Certified copy/ies of Identity documents of the Company Directors	
	CSD report	

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