



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

SCOPE OF WORK FOR THE DEVELOPMENT AND PRODUCTION OF CALENDARS AND NOTEBOOKS.

**Non – Compulsory Briefing Session to be held on
September 2025 (Time)**

1. BACKGROUND

The Marketing and Communications unit is tasked with keeping stakeholders informed and maintaining brand awareness or presence amongst these stakeholders.

2. SCOPE OF PROJECT

The service provider will be required to provide the relevant items to ensure that the merSETA maintains brand awareness or presence amongst internal and external stakeholders. The service provider must ensure that they quote and provide the relevant items according to the specifications provided and may suggest better item options.

The main objective of the work therefore is:

- The procurement of branded calendars and notebooks.

3. PROJECT DURATION

The project will be for a period of **three years** from the date of appointment.

4. REQUIREMENTS

4.1. The service provider must have a minimum experience of four (4) successful similar projects between the years 2020 and 2024 in the development and printing industry. Experience must be shown by submission of three (3) reference letters with the following criteria:

- The letter must be on the company letterhead.
- The letter must be dated.
- The letter must be signed.
- The letter must state when the work was done.
- The references must be verifiable (contact details and active email addresses).

4.2. The service providers who quote and meet the specification will be requested to provide samples of each item listed in 5.1 Outcomes & Deliverables. **Failure to submit all the samples on the due date will disqualify the quote.**

4.3. The service providers must provide a project plan for the implementation which includes a timeline. The project plans must indicate delivery of required items by end of November annually for three years. In this plan, the service provider must include but not be limited to the following:

- 4.3.1. Expected date of receipt of design by the merSETA.
- 4.3.2. Expected date of layout submitted to the merSETA for approval.
- 4.3.3. Expected date of branded samples provided to the merSETA for approval.
- 4.3.4. Expected delivery date.

Failure to submit a detailed project plan will result in the disqualification of the quote.



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

5. OUTCOMES AND DELIVERABLES

5.1. Quoting requirements

5.1.1. Quoting service providers must provide quotes in the following layout:

Product Description	Quantity & Colour
<p>Desk Calendars:</p> <p>Produce a flat Desk Calendar – which will be designed by the merSETA, while the service provider will insert the calendar year.</p> <ul style="list-style-type: none">• Calendar Layout Size: 580x420mm full colour throughout• Daily Block Size: 62x45mm with faint ruled lines for better organisation and planning• Individually Wrapped• Long-lasting Grey chipboard backing• A2 Desk Calendar Pad must be padded at the foot to prevent dog ears• Black fabric top corners.	<p>350 – colour depended on the design</p>

Stock:

- SRA3 – 450 x 320mm
- A2 – 594 x 420mm
- 12 pages
- 80gsm Bond Paper
- Glue Bound

Design will be provided.



A4 Executive Leather Bound page soft padded cover Notebook – Cover with the merSETA logo embossed on the bottom right corner. No dates and branding in notebook.

Stock:

- Material: PU
- Size: 14.5cm (w) x 21cm (l) x 1cm (d)
- Capacity: A5. 70 Sheets / 140 Lined Pages
- Branding Options: Silk Screen, Full Colour Print, Pspec Branding, Foiling, Deboss

200 – colour must be within merSETA guide – brown and black.



A5 Soft Cover Notebook

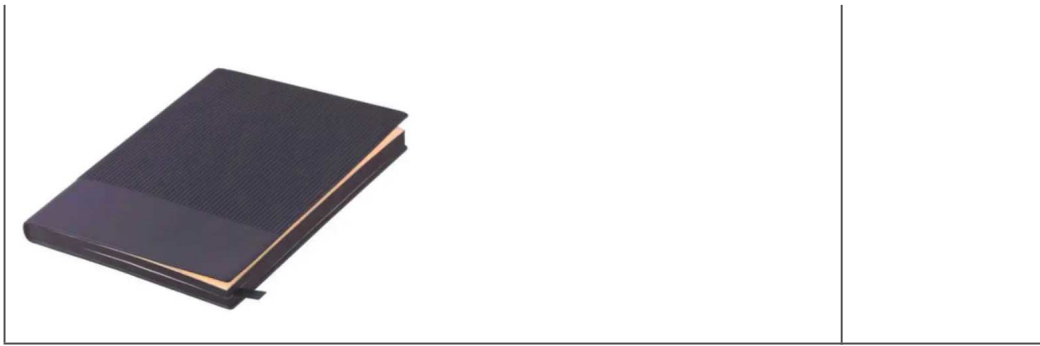
The soft, ribbed cover of this Notebook from Alex Varga gives it a luxuriously tactile feel. The bottom panel is designed to be subtly debossed with your logo or message.

Stock:

- 21 (l) x 14 (w) x 1.5 (h) cm
- luxury matte ribbed PU, thermo PU & paper
- 240 cream coloured, lined 80g/m² paper pages (120 sheets)
- black page edges
- black satin bookmark ribbon

– Cover with the merSETA logo embossed on the bottom right corner. No dates and branding in notebook.

350 – colour must be within merSETA guide – cream, brown, grey and black.





merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

5.1.2. Service providers may use the checklist below as a guide to assist with requirements:

Requirement	Tick
Three (3) reference letters. Refer to 4.1	
Project plan. Refer to 4.3	
Samples of similar assignments. Refer to 4.2	
Standard Bidding Document 4 (SBD4)	
Standard Bidding Document 6.1 (SBD6.1)	
Vendor application form	
Accredited B-BBEE Certificate or a valid sworn affidavit (an affidavit or CIPC B-BBEE certificate must be accompanied by proof of annual turnover by a registered accountant))	

5.2. Appointed service provider

5.2.1. The appointed service provider is expected to produce one sample of each item which includes artwork before printing the full order:

Product Description	Quantity & Colour
<p>Desk Calendars:</p> <p>Produce a flat Desk Calendar – which will be designed by the merSETA, while the service provider will insert the calendar year.</p> <ul style="list-style-type: none">• Calendar Layout Size: 580x420mm full colour throughout• Daily Block Size: 62x45mm with faint ruled lines for better organisation and planning• Individually Wrapped• Long-lasting Grey chipboard backing• A2 Desk Calendar Pad must be padded at the foot to prevent dog ears• Black fabric top corners. <p>Stock:</p> <ul style="list-style-type: none">• SRA3 – 450 x 320mm• A2 – 594 x 420mm• 12 pages• 80gsm Bond Paper• Glue Bound <p>Design will be provided.</p>	400 – colour depended on design
A4 Leather Bound page hard padded cover Notebook – Cover with the merSETA logo embossed on the bottom right corner. No dates or branding in notebook.	300 – colour must be within merSETA guide
A5 Leather page hard padded cover Notebook – Cover with the merSETA logo embossed on the bottom right corner. No dates or branding in notebook.	350 – colour must be within merSETA guide

6. PAYMENT TERMS

The merSETA undertakes to pay valid invoices in full within 30 (thirty) days from receipt of the correct invoice and for work done to its satisfaction upon presentation of a substantiated claim. The merSETA shall not pay for any unproductive or duplicated time spent by the service provider on any assignment because of staff changes, inefficiencies, or rework.

7. NON-COMPULSORY BRIEFING SESSION

A non-compulsory briefing session will be held as follows:

Date : September 2025
Time : TBC
Venue : Microsoft Teams

8. DISCLAIMER

The merSETA reserves the right not to appoint a service provider for this request for quote (RFQ). The merSETA further reserves the right to split the RFQ with more than one service provider or award a portion of this RFQ to other service providers. The merSETA shall rescind a bid award or contract should a service be found to have violated Supply Chain Practices and if the service provider does not deliver on the set-out requirements. The merSETA does not bind itself to accept the lowest quote.

