



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

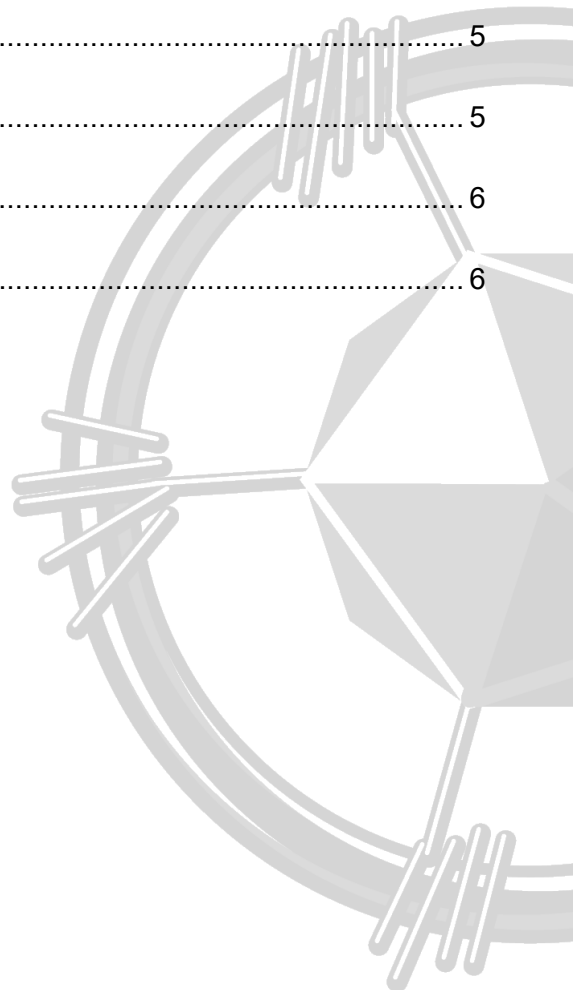
# SCOPE OF WORK FOR CAREER GUIDE BOOKLETS

Document Title	<b>Terms of Reference for Bid</b>		
Document Number	<b>FIN-TR-002</b>	Date Compiled:	<b>07 February 2011</b>
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## 1. BACKGROUND

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established to promote the Skills Development Act, (Act 97 of 1998, as amended). It facilitates skills development in the following sub sectors: Metal, Automotive Manufacturing, Motor Retail and Component Manufacturing, Tyre Manufacturing and Plastics. In terms of the merSETA Marketing & Communications operational plan, the unit is tasked with ensuring the reputation management of the merSETA as one of the best brands in the SETA fraternity.

## 2. OBJECTIVE

- a. The merSETA seeks to appoint a service provider to translate the merSETA career guide from English to IsiZulu, Sepedi and Afrikaans, design and layout of the career guide in three above mentioned languages including printing and delivery.
- b. Printing and delivery of the English language version career guide.

### 2.1. The successful service provider will be responsible for:

- Translating the merSETA career guide from English to IsiZulu, Sepedi, and Afrikaans;
- Designing and laying out the booklet in three languages: IsiZulu, Sepedi, and Afrikaans;
- Printing the translated booklet in A5 size (210mm x 148mm), number of booklet pages to be determined by final translated products.
- Printing the booklet in A5 size (210mm x 148mm), 16 pages (including a 4-page cover);

### 2.2. Career Guide Specifications

The career guide will have the following specifications:

- Size: A5 (210mm x 148mm)
- Number of pages: 16 (including a 4-page cover)
- Cover: Full-colour printing on both sides, 300 GSM Gloss paper
- Text: Full-colour printing throughout, 170 GSM Gloss paper
- Finishing: Coated, trimmed to size, collated, and saddle stitched.

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2.3. The merSETA seeks to appoint a service provider to provide the below career booklets:

Product Description	Size	Quantity	Colour	Artwork required
Translate the merSETA career guide from English to IsiZulu including design and layout of the career guide, printing and delivery.	A5 portrait, (200gsm white), matte finish on inside pages.(120gsm matt), the translated version will determine the number of pages per booklet	Design and translate one (1)  Print 500	Full colour	Booklet content and artwork to be provided by merSETA.
Translate the merSETA career guide from English Sepedi including design and layout of the career guide, printing and delivery.	A5 portrait, (200gsm white), matte finish on inside pages.(120gsm matt), the translated version will determine the number of pages per booklet	Design and translate one (1)  Print 500	Full colour	Booklet content and artwork to be provided by merSETA.
Translate the merSETA career guide from English Afrikaans including design and layout of the career guide, printing and delivery.	A5 portrait, (200gsm white), matte finish on inside pages.(120gsm matt), the translated version will determine the number of pages per booklet	Design and translate one (1)  Print 500	Full colour	Booklet content and artwork to be provided by merSETA.
Career booklet in English language Size: A5 (210mm x 148mm) printing and delivery.	A5 portrait, (200gsm white), matte finish on inside pages.(120gsm matt), 16 pages each booklet	25 000 booklets to be printed and delivered.	Full colour	Booklet content and artwork to be provided by merSETA.

### 3. OUTCOMES AND DELIVERABLES

3.1 Service providers who submit quotes must produce samples of the above Item (please submit samples).

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- 3.2 The appointed service provider is expected to submit a sample which includes artwork of above items before printing the full order.
- 3.3 The service provider is expected to deliver the above after a sample and artwork has been approved:

#### 4. CONTENT OF SUBMISSIONS

- 4.1 Provide a proposal as per the scope of work above;
- 4.2 Provide pricing;
- 4.3 Reference letters where similar work was undertaken and completed.

#### 5. REQUIREMENTS

**Basic competencies and expertise which are required include, inter alia:**

##### 5.1. Experience and Expertise Requirements

5.1.1. To demonstrate the bidders experience and expertise in translation services, design, layout, and printing of career guide, the bidder is required to submit a minimum of four (4) samples of your prior work with your bid.

##### 5.1.2. Sample Requirements

5.1.2.1. The samples should include:

- Two (2) digital copies of recently produced work that demonstrate the bidders translation, design, and layout capabilities; and
- Two (2) printed copies of recently produced work that demonstrate the bidders printing capabilities.

- This will enable the evaluation team to assess the bidders company's experience and expertise in delivering similar projects.

##### 5.1.3. Submission Requirements

5.2. Only bidders that have met specification and requirements will be invited for sample presentation after the closing date which will be communicated in due time.

**NB:** Failure to submit sample/s of previous work done will lead to immediate disqualification.

5.3. The service provider must provide at least three (3) written signed, verifiable/contactable, dated and on company letterhead reference letters where work of a similar nature was undertaken and completed in the past 5 (five) years.

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- 5.4. Provider must attend a compulsory, virtual briefing session so that they may understand what is required of them which will be held on **13 NOVEMBER 2025 @11:00**, see attendance link on etender. Failure to attend will lead to immediate disqualification.

## 6. PAYMENT TERMS

The merSETA undertakes to pay valid invoices in full within thirty (30) days from statement date 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 other assignment as a result of staff changes, inefficiencies or rework.

## 7. DISCLAIMER

The merSETA reserves the right not to appoint a service provider for this project, the merSETA further reserves the right to split the project with more than one service provider or award the portion of this project to other service providers.

The merSETA does not bind itself to accept the lowest bidder.



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