

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AGM BRANDING MATERIALS FOR THE PUBLIC SERVICE SECTOR EDUCATION & TRAINING AUTHORITY

RFP NUMBER: RFP/2021/001401

CLOSING DATE: 2 April 2026

CLOSING TIME: 11:00



1. INTRODUCTION




The 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. OBJECTIVES OF THE ASSIGNMENT

To procure high-quality, cost-effective, and visually consistent branding materials that align with PSETA's corporate identity and strategic communication goals. These materials will be used to enhance brand visibility, promote stakeholder engagement, and support the Authority's outreach, training, and public awareness initiatives across various platforms and events. The delivery date is strictly 30th April 2026.

3. SCOPE OF WORK/SPECIFICATION

Product/ Item	Picture	Quantity & Size
<p>Branded Alex Varga Bosky Stainless Steel Vacuum Tumbler - 580ml Code: DR-AV- 174-B</p>		<p>X 200</p>
<p>Gary Player Mens Admiral Golf Shirt or Similar Provide sample when quoting</p>		<p>Quantity: 250 Colour: Emerald Green Branding: Embroidery 50mm</p>

<p>Gary Player Ladies Admiral Golf Shirt/ or similar. Provide sample when quoting.</p>		<p>Quantity: 250</p> <p>Colour Emerald Green</p> <p>Branding: Embroidery 50mm</p>
<p>Branded black bucket hat</p>		<p>X150</p> <p>Colour Black</p>
<p>Branded black sun hat</p>		<p>X150</p> <p>Colour: Black</p>

<p>Okiyo Bakemono Bamboo Flash Drive - 32GB</p>		<p>X 100</p> <p>Branding engraved</p>
<p>Tropics Compact Umbrella SKU: UMB- 7550</p>		<p>Quantity: 500</p> <p>Colour: Green/ Black</p> <p>Branding: Screen Print</p>
<p>BRT Netball Players Bib Set Of 7 SKU: 791998 BRT Netball Players Bib Set Of 7</p>		<p>X1 set</p> <p>Colour Red</p>
<p>Kappa numbered soccer kits</p>		<p>X15 socks, X15 shorts, X15 shirts</p> <p>X1 goalkeeper kit</p> <p>X1 goalkeeper gloves</p>

		Colour: same as picture
Ladies' netball kit		X15 kits X15 socks
Altitude Altra Coffee Set SKU: GF-AL-1352-B		Branding: LA- Laser Engraving Colour: Green or Black Quantity: 15
Serendipio Cozytrip Travel Blanket & Pillow		Branding: Embroidery Colour: As per picture Quantity: 15

<p>Okiyo Masumi Wood & Paper LED Lamp</p> <p>SKU: GP-OK-100-B-NT-0</p>		<p>Branding: LA- Laser Engraving</p> <p>Colour: As per picture</p> <p>Quantity: 15</p>
<p>Serendipio Pack Mate Silicone Travel Set</p> <p>SKU: PC-SD-175-B-T-0</p>		<p>Branding: Screen Print</p> <p>Colour: As per picture</p> <p>Quantity: 50</p>
<p>Kooshty Neo Lunch Bag</p> <p>SKU: KOOSH-8399</p>		<p>Branding: SA Screen Print</p> <p>Colour: Black</p> <p>Quantity: 50</p>

<p>Andy Cartwright Hazyview Mix Gift Set SKU: GF-AC-1403-B-0-0</p>		<p>Branding: LA- Laser Engraving Colour: Green or Black Quantity: 25</p>
<p>Kooshty Mixalot Ceramic Coffee Mug - 320ml - Black SKU: KOOSH-9100-BL</p>		<p>Branding: SB Screen Print Colour: Green or Black Quantity: 25</p>
<p>Urban Terrain Oribi Stainless Steel Vacuum Mug – 700ml SKU: DR-UT-308-B</p>		<p>Branding: SB Screen Print Colour: Black Quantity: 25</p>
<p>Okiyo Kanteika Bamboo Cheese Board Set SKU: HL-OK-158-B-NT-0</p>		<p>Branding: Engraving Colour: Green or Black Quantity: 15</p>

Altitude Rainmate Compact Umbrella SKU: UM- AL-32-B		Branding: SB Screen Print Colour: Emerald Green or Black Quantity: 50
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4. PROJECT DELIVERABLES

- All materials must align with PSETA's Corporate Identity Manual
- High-resolution, print-ready files must be provided in editable formats (e.g., AI, PSD, PDF)
- Physical samples must be approved before mass production.
- Delivery timelines and quality assurance checks must be adhered to

5. COMPETENCIES AND SKILLS SET REQUIRED

- In-house or contracted graphic design team with expertise in corporate branding.
- Ability to interpret and apply PSETA's Corporate Identity Manual accurately.
- Access to high-quality printing equipment and materials.
- Capability to produce both small and large quantities within agreed timelines.

6. TIME FRAME

The final delivery should be within thirty (30) days after the appointment.

7. COSTING

7.1 A cost analysis must be given to cover the full project amount. The proposed project pricing must be all-inclusive (i.e. including professional fees, venue hire, travel expenses, disbursements, and VAT). The PSETA may require a breakdown of rates on any of the items priced, and service providers are required to provide the same. PSETA reserves the right to negotiate the price.

8. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

The proposals will be evaluated on the 80/20 principle, with 80 points being allocated for price and 20 points allocated for specific goals once the minimum functionality criteria are met.

The evaluation will be based on

		Points
Price		80
Special goals		20
Black owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		100

9. FORMAT OF THE BID SUBMISSION

9.1. Proposals must be submitted electronically.

9.2. Submission of all applicable documents as indicated below:

- Certified copy of doctor's certification with medical practice number.
- Certified copies of the director's ID document (in order claim points for disability as per SBD 6.1)
- Certified copy of the 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) must be completed and signed.

- SBD 1 (All sections must be fully completed)
- SBD 4 (All sections must be fully completed)
- SBD 6.1 (All sections must be fully completed)
- Proof of registration on the Central Supplier Database.
- General Conditions of Contract (All pages must be signed or initialled.)
- Three reference letters for similar work conducted.

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

Bid applications must be submitted to:

Ms Lungile Mokoena

email on lungilem@pseta.org.za

Please direct all queries to **Ms Lungile Mokoena** via email on lungilem@pseta.org.za