

**THE PUBLIC SERVICE SECTOR EDUCATION TRAINING
AUTHORITY**

**TERMS OF REFERENCE (ToR) FOR THE APPOINTMENT OF A
PANEL OF PRINTING SERVICE PROVIDERS FOR THE PUBLIC
SERVICE EDUCATION AND TRAINING AUTHORITY**

QUOTATION NUMBER: RFP/2021/001284

CLOSING DATE: 28 OCTOBER 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
Annual Report	Three financial year from date of appointment
Annual General Meeting Presentation, Programme & Speaker profile booklet	Three financial year from date of appointment
Sector Skills Plan Update	Three financial year from date of appointment
Sector Skills Plan Summary	Three financial year from date of appointment
Annual Performance plan	Three financial year from date of appointment
Strategic Plan	Three financial year from date of appointment
Career Guide	Three financial year from date of appointment
Brochures	Three financial year from date of appointment
Printing of pull-up banners	Three financial year from date of appointment
Printing of outdoor branding combo	Three financial year from date of appointment
Printing of Standard Lantern Banner	Three financial year from date of appointment
Printing of outdoor flags	Three financial year from date of appointment

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. EVALUATION PROCESS

7.1 PHASE 1 - FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of the functionality of 70 out of 100 points to be recommended on the panel. Any bid that does not meet the minimum eligibility points will be automatically disqualified. Quotations will be sourced on a rotational basis from the service providers who will be recommended to be on the panel. 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.	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.	The service provider must submit: Mini proposal indicating timeframes for each item on the scope of work with line items breakdown. Service providers who do not supply mini proposals	1= No proposal submitted. 2= Only time frames submitted 3 = Only project proposal submitted 4 = Both project with time frames breakdown submitted 5 = Project and time frames of each activity submitted.	40	1
				2
				3
				4

	with timeframes will be disqualified.			5
3. References 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>)	• 1 = No reference letter provided of work previously done. • 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.	30	1
				2
				3
				4
				5

11. FORMAT OF THE BID SUBMISSION

11.1 Proposals must be submitted physically; the proposals must be submitted in one original and two (2) copies.

11.2. Company profile indicating all the requirements as per the evaluation criteria.

11.3. Track record and experience

11.4. 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 document (to claim points 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.

12. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

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

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

NB: Failure to submit documents requested in section 12 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.No electronic bid applications will be accepted. The Validity periods of the bids is 60 days from the closing date. Please direct all queries to Ms. Ursula Mathonsi via email on ursulam@pseta.org.za or telephonically on 012-4235700.