

## **THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY**

### **Terms of Reference**

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

**RFP NUMBER: RFP/2021/001288**

**CLOSING DATE: 27 OCTOBER 2025**

**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. Delivery date is strictly 17th November 2025.

## 3. SCOPE OF WORK/SPECIFICATION

| Product/ Item                                                          | Picture                                                                            | Quantity & Size                                                                                                   |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Full colour<br>branded fabric<br>Tube banners<br><br>Code: VI-AM-214-D |  | 1.5m<br><br>X2 PSETA<br>Annual General<br>Meeting<br><br>X4 Mission<br><br>X4 Vision<br><br>X2 PSETA full<br>name |

|                                                                                       |                                                                                     |                                                              |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <p>Branded full colour S-Wall-banner</p>                                              |  | <p>X2 Annual General Meeting</p> <p>X1 PSETA logo splash</p> |
| <p>Branded 4-in-1 cell phone stand with induction speaker &amp; wireless charging</p> |  | <p>200</p>                                                   |

|                                                                                       |                                                                                      |                                                 |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------|
| <p>Bamboo notebook &amp; pen set</p>                                                  |     | <p>200</p> <p>With embossing full name logo</p> |
| <p>Branded pop-up fabric counter</p> <p>VI-AM-211-D</p>                               |    | <p>X2</p> <p>Full colour branding</p>           |
| <p>Branded Alex Varga Antonius Fast Charge 20W Power Bank - 10,000mAh MT-AV-460-B</p> |  | <p>X100</p>                                     |

|                                             |                                                                                   |               |
|---------------------------------------------|-----------------------------------------------------------------------------------|---------------|
| Full colour<br>branded<br>Altitude lip balm |  | X500<br>White |
|---------------------------------------------|-----------------------------------------------------------------------------------|---------------|

#### 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 two weeksthre after 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 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     |
|--------------------------------------------------------------------------|---|------------|
| <b>Price</b>                                                             |   | <b>80</b>  |
| <b>Special goals</b>                                                     |   | <b>20</b>  |
| Black owned company<br>Bidder who has 51% to 100% black people ownership | 8 |            |
| Women<br>Bidder who has 51% to 100% women ownership                      | 4 |            |
| Youth<br>Bidder who has 51% to 100% youth ownership                      | 5 |            |
| Disability<br>Bidder who has 51% to 100% disability ownership            | 3 |            |
| <b>Total</b>                                                             |   | <b>100</b> |

## 9. FORMAT OF THE BID SUBMISSION

- 9.1. Proposals must be submitted electronically and clearly indicating the RFQ number on the subject line.
- 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's document( in order claim points for disability 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.

## 10. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

10.1. All Standard Bidding documents (SBD) documents 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 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 on section 10 will render the proposal disqualified.

Proposals must be submitted to Ms. Lungile Mokoena via email [lungilem@pseta.org.za](mailto:lungilem@pseta.org.za)



20 October 2025