



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

**SCOPE OF WORK
FOR
THE DEVELOPMENT AND PRODUCTION OF
CALENDARS, PLANNERS AND
NOTEBOOKS.**

**Non – Compulsory Briefing Session to be held on
03 February 2025 (11:00 am)**

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, notebooks and planners.

3. REQUIREMENTS

3.1. The service provider must have a minimum experience of four (4) successful similar projects between the years 2019 and 2023 in the development and printing industry. Experience must be shown by submission of four (4) 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).

3.2. The service providers who quote and meet the specification will be requested to provide samples of each item listed in 5.1 Outcomes & Deliverables within three (3) working days after being notified by email. **Failure to submit all the samples on the due date will disqualify the quote.**

3.3. The service providers must provide a project plan for the implementation which includes a timeline. In this plan, the service provider must include but not be limited to the following:

- 3.3.1. Expected date of receipt of design by the merSETA.
- 3.3.2. Expected date of layout submitted to the merSETA for approval.
- 3.3.3. Expected date of branded samples provided to the merSETA for approval.
- 3.3.4. Expected delivery date.

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



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4. OUTCOMES AND DELIVERABLES

4.1. Quoting requirements

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

Product Description	Quantity & Colour
Desk Tent Calendars: Produce A-Frame Desk Tent Calendar – which will be designed by the merSETA, while the service provider will insert the calendar year. 14 x Double Sided Leaves (28 pages) – Full Colour Throughout A5 Landscape: 148mm x 210mm Stock: Leaves: Printed Full colour throughout on Thunderbolt Matt, 25gsm, white Backing Board: 380mm x 210mm Unprinted on Carta Elegia, 355gsm, White Score Three Times (Backing Board – 380mm x 210mm) Trim to Size and Wiro Bound to Backing Board at head on 210mm Edge	350 – colour depended on the design

Daily, Weekly or Monthly Planners: Produce a Daily (workdays), Weekly (work weeks) or Monthly Planner which will be designed by the merSETA. However, if calendar year is required, the service provider will be expected to insert this. Desk Pads full colour printing with the merSETA design - backing board, paper: 80gsm, bond, with logo, contact details, website address, social media handles, payoff line, reminders and work planner;	350 – colour depended on the design
A4 Executive Leather Bound page hard padded cover Notebook – Cover with the merSETA logo embossed on the bottom right corner. No dates in notebook.	250 – colour must be within merSETA guide – cream, brown, grey 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. • 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 • packaged in a black Alex Varga paper sleeve – Cover with the merSETA logo embossed on the bottom right corner. No dates in notebook.	300 – colour must be within merSETA guide – cream, brown, grey and black.



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

Requirement	Tick
Four (4) 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))	

4.2. Appointed service provider

4.2.1. 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
Desk Tent Calendars: Produce A-Frame Desk Tent Calendar – which will be designed by the merSETA, while the service provider will insert the calendar year. 14 x Double Sided Leaves (28 pages) – Full Colour Throughout A5 Landscape: 148mm x 210mm Stock: Leaves: Printed Full colour throughout on Thunderbolt Matt, 25gsm, white Backing Board: 380mm x 210mm Unprinted on Carta Elegia, 355gsm, White Score Three Times (Backing Board – 380mm x 210mm) Trim to Size and Wiro Bound to Backing Board at head on 210mm Edge Design will be provided.	350 – colour depended on design
Daily, Weekly or Monthly Planners: Produce a Daily (work days), Weekly (work weeks) or Monthly Planner which will be designed by the merSETA. However, if calendar year is required, the service provider will be expected to insert this. Desk Pads full colour printing with the merSETA design - backing board, paper: 80gsm, bond, with logo, contact details, website address, social media handles, payoff line, reminders and work planner;	350 – 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 in notebook.	250 – 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 in notebook.	300 – colour must be within merSETA guide

5. 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.

6. NON-COMPULSORY BRIEFING SESSION

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

Date : 03 February 2025
Time : 12:00
Venue : Microsoft Teams
Attendance link: [refer to RFQ email.](#)

7. 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.

