

## THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

### SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PUBLICATIONS PRINTING SERVICE FOR THE PUBLIC SERVICE EDUCATION AND TRAINING AUTHORITY

**QUOTATION NUMBER: RFP/2021/001429**

**CLOSING DATE: 7 JUNE 2026**

**CLOSING TIME: 11:00**

No late applications will be accepted

**Board members:** Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande  
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo  
Ms T Molefe-Sefanyetso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande  
Ms N Silinyana | Mr M Ramakgale

**CEO:** Ms B Lerumo

## 1. INTRODUCTION

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

To support the mandate of the PSETA, the Stakeholder Management & Communication function within the organisation is responsible for developing both electronic and printed publications for communication purposes. The PSETA seeks to appoint a professional printing company capable of working under pressure and delivering within the agreed turnaround times.

## 3. SPECIFICATION

The service provider will be required to provide:

- 3.1. Printing service in line with the brief/ guidelines provided. Provision must also be made for editing publications as print-ready proofs.
- 3.2. Mini proposal indicating delivery turnaround timeframes for each item on the scope of work.
- 3.3. Pricing must be in two options: printing only and another option with design layout.
- 3.4. In-house, fully fledged printing house that can accommodate urgent work required.
- 3.5. Ability to do surface printing, flexographic printing, and screen printing.
- 3.6. The publications to be developed are:

Publication	Financial year	Quantity & Est. No. of Pages	Print Specification
Annual Report	2025/26	Quantity: 100 Layout Design 120pages	Full Colour, UV vanish, 300 gsm cover, 250 inside, A4 size.

Abridged Annual Report	2025/26	Print Quantity 120 55 pages	Full Colour, UV vanish gloss, 300gms cover, 250 inside, A5 size.
Sector Skills Plan Update	2026	Print Quantity 100 80 pages	Full Colour, UV vanish, 300gms cover, 250 inside, A4 size.
Sector Skills Plan Summary	2025, 2026, 2027	Print Quantity 100 20 pages	Full Colour, UV vanish, 300gms cover, 250 inside, A5 size.
Annual Performance plan	2027	100 copies 100 pages	Full Colour, UV vanish, 300gms cover, 250 inside, A4 size.
Strategic Plan	2027	Printing 100 copies and 80 pages	Full Colour, UV vanish, 300gms cover, 250 inside, A4 size.
Career Guide	2026	3000 copies and 40 pages	Full Colour, UV vanish, 300gms cover, 250 inside, A5 size.
QR Code Cards	2026	3500	Pocket Size, Printed both sides, 300gms
Newsletters	2026	200 copies 35 pages	A4 size, full colour, 250gms.

#### 4. TIMELINES OF THE PROJECT

The duration of the project contract will be for thirty-six (36) months from the date of appointment.

#### 5. QUALITY AND REPORTING REQUIREMENTS

The service provider will report/liase with the Stakeholder Management & Communications Manager.

## 6. INTELLECTUAL PROPERTY

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. PRICING

- 7.1. The proposed total pricing must be inclusive of VAT. PSETA reserves the right to negotiate the price quotation before the contract is awarded.
- 7.2. PSETA requires a breakdown/ fee narration on any of the service items that are priced, and service providers are required to provide the same after contracting when submitting invoices for services rendered.
- 7.3. **Pricing must be in two options: printing only and another option with design layout.**

## 8. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

The proposals will be evaluated under the 80/20 principle, with 80 points allocated to price and 20 to specific goals. The bidder scoring the highest points will be awarded the contract. The evaluation will be based on:

Phase 1: Preferential Points system		Points
Price		80
Special goals		20
Black-owned company	8	
Bidder that has 51% to 100% black people ownership		

Women Bidder that has 51% to 100% women ownership	4	
Youth Bidder that has 51% to 100% youth ownership	5	
Disability Bidder that 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.
- 9.2. Track record and experience
- 9.3. Submission of all applicable documents as indicated below:
  - Certified copy of doctor's certification with medical practice number (to claim points for disability as per SBD 6.1)
  - Certified copies of the director's ID document (to claim points for as per SBD 6.1)
  - Certified copy of BB-BEE certificate or 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 1.1(each section must be fully completed)
  - SBD 4(each section must be 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)
  - Submit a minimum of three reference letters of **similar** work done, preferably but not limited to, between 2020 & 2026

NB: Please note that failure to submit documents requested in section 10(10.3) will render the proposal disqualified.

Bid proposals must be submitted to: Please direct all queries to Mr. Khutso Muroatshehle via email on [khutsom@pseta.org.za](mailto:khutsom@pseta.org.za). Submission of quotations must be directed to [khutsom@pseta.org.za](mailto:khutsom@pseta.org.za).

The validity period of the bids is 90 days from the closing date. Please direct all queries to Ms. Ursula Mathonsi via email on [ursulam@pseta.org.za](mailto:ursulam@pseta.org.za) or telephonically on 012-4235700

  
27/05/26

