



<b>RFP NUMBER:</b>	RFP/SASSETA/25261115
<b>DESCRIPTION:</b>	Appointment panel of three (3) service providers to supply and deliver branding equipment and material to SASSETA for a period of three (3) years from date of appointment
<b>PUBLISH DATE:</b>	10 October 2025
<b>CLOSING DATE:</b>	03 November 2025
<b>CLOSING TIME:</b>	11h00 am
<b>COMPULSORY BRIEFING SESSION DATE</b>	N/A
<b>VALIDITY PERIOD:</b>	120 days from the closing date
<b>PREFERENCE POINT SYSTEM</b>	80/20
<b>BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY</b>	Proposals to be submitted electronically via email to <a href="mailto:branding@sasseta.org.za">branding@sasseta.org.za</a> quoting the reference (RFP/SASSETA/25261115)
<b>ATTENTION:</b>	Mr. Khanyiso Gwele
<p>The email address <a href="mailto:branding@sasseta.org.za">branding@sasseta.org.za</a> is for the submission of tender proposals and will be accessed by SASSETA after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to <a href="mailto:scm04@sasseta.org.za">scm04@sasseta.org.za</a>.</p>	

**NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.**

**If you receive any suspicious calls asking for payment to secure an award of a bid or the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.**

## **DOCUMENTS IN THIS BID DOCUMENT PACK**

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### **SECTION A**

1. RFP Submission Conditions and Instructions
2. Specification
3. Selection Process

### **SECTION B**

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.1)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Annexure B – Pricing Schedule (Annexure B)

**NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.**

## 1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

### 1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

### 1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no compulsory briefing session for this Request for Proposal.

### 1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Mr. Khanyiso Gwele** [scm04@sasseta.org.za](mailto:scm04@sasseta.org.za) by **12H00** on the **24 October 2025**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

### 1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically only via email to:  
[branding@sasseta.org.za](mailto:branding@sasseta.org.za) (maximum size of the email 30MB)
- 1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server.**
- 1.4.1.2 Submission(s) that exceed 30MB can be made through the method of We Transfer. **Bidders are advised NOT to set expiry date on the submission(s) made.** If a Bidder's response is found to have expired during the evaluation period, it will be considered non-responsive.
- 1.4.1.3 Bidders are to submit their document in the following formats "PDF, Excel, Picture format and zipped files only. Submissions made with different formats from the ones above and not supported by the SASSETA environment will be deemed non-responsive.
- 1.4.1.4 Bidders must not submit their responses via **Google drive** method as this option requires access via a Gmail account. If a Bidder's response is found to have been sent via Google drive during the evaluation period, it will be considered non-responsive.
- 1.4.1.5 Bidders are advised to double-check their submission(s) before responding to the bid.

### 1.5 Closing date and time 03 November 2025 @11h00

### 1.6 LATE BIDS

- 1.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

## **1.7 NEGOTIATION**

1.7.1 SASSETA has the right to enter into a negotiation with a prospective service provider.

1.7.2 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated person responsible of both parties.

## **1.8 REASONS FOR REJECTION**

1.8.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

1.8.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:

1.8.2.1 have abused the Supply Chain Management systems of SASSETA.

1.8.2.2 have committed proven fraud or any other improper conduct in relation to such systems.

1.8.2.3 have failed to perform on any contract and the proof exists.

1.8.2.4 Such actions shall be communicated to the National Treasury.

## 2. SPECIFICATIONS

### 2.1 BACKGROUND

2.1.1 The Safety and Security Sector Education and Training Authority (SASSETA) is an education and training authority established as a juristic person in terms of Section 9 of Skills Development Act, 1998 (Act No. 97 of 1998 as amended). SASSETA's licence has been renewed until the 31 March 2030. SASSETA is classified as a schedule 3A Public entity in terms of the Public Finance Management Act No.1 of 1999 as amended (PFMA) and reports to the Department of Higher Education and Training (DHET).





### 2.2 PURPOSE

2.2.1 SASSETA's requirement is to procure a panel of three (3) service providers to source, supply and deliver branding equipment's and material for SASSETA for a period of three (3) years from the date of appointment.

### 2.3 SCOPE OF WORK





2.3.1 The successful panel of three (3) service providers to undertake the following on an ad-hoc basis, in different quantities and at different intervals:

NO	ITEM DESCRIPTION		QUANTITY
1.	<p>Branded heavy-duty coated gazebo canvas which is 100% waterproof with sides</p> <ul style="list-style-type: none"> <li>➤ Aluminium Gazebo with own bag to carry and foldable</li> <li>➤ high tear-strength 100% polyester material</li> <li>➤ 20kg</li> <li>➤ 3000mm x 3000mm (3m x 3m)</li> <li>➤ Colour: SASSETA will provide details</li> </ul>		1
2.	<p>Ovation Gazebo 3m x 3m - 2 Full-Wall Skins</p> <ul style="list-style-type: none"> <li>➤ Material: Skin - Water Resistant Polyester &amp; 600D</li> <li>➤ Frame - Aluminium</li> <li>➤ Bag - Polyester Oxford</li> <li>➤ Toolkit - Rubber, Wood, Nylon &amp; Steel</li> <li>➤ Size: Full-Wall Skin - 3m (w) x 1.9m (l)</li> <li>➤ Frame - 3m (w) x 3m (l)</li> <li>➤ Bag - 158cm (l) x 28cm (w) x 28cm (h)</li> <li>➤ Branding Options: Digital Display</li> </ul>		1




3.	<p>Branded Legend Telescopic tier drop banner double-sided, print, poles, ground spike, and bag</p> <ul style="list-style-type: none"> <li>➤ 100% polyester material</li> <li>➤ 80% shine through</li> <li>➤ 22mm powder-coated steel tube and 6mm flexible fibreglass rod as well as a ground spike</li> <li>➤ Size: 3m (3000mm x 650mm)</li> <li>➤ colour: SASSETA will provide details</li> </ul>		1
4.	<p>Branded Executive Pull up Banners, stand, with own carry bag</p> <ul style="list-style-type: none"> <li>➤ Chrome end cap</li> <li>➤ PVC material, and Aluminium Base</li> <li>➤ Aluminium Pole</li> <li>➤ Size: 2000x850mm</li> <li>➤ Colour: SASSETA will provide details</li> </ul>		1
5.	<p>Champion Fabric X-Banner - 0.6m x 1.6m</p> <ul style="list-style-type: none"> <li>➤ Material: Skin - Polyester</li> <li>➤ Frame - Steel &amp; Fibre Glass</li> <li>➤ Bag - Nylon</li> <li>➤ Size: Skin - 0.6m (w) x 1.6m (l)</li> <li>➤ Frame - 0.6m (w) x 1.6m (l) x 0.8m (d)</li> <li>➤ Bag - 15cm (w) x 112cm (l)</li> <li>➤ Branding Options: Digital Display</li> </ul>		1
6.	<p>Branded Wall Banners with own carry bag</p> <ul style="list-style-type: none"> <li>➤ Dye-Sublimation Print</li> <li>➤ 100% Polyester Material</li> <li>➤ Executive Mechanism, 16mm Tubing with ALL Metal hooks</li> <li>➤ Size 4.6m x 2.3m</li> <li>➤ Colour: SASSETA will provide details</li> </ul>		1






7.	<p>Branded curved fabric wall banners with wings and own carry bag</p> <ul style="list-style-type: none"> <li>➤ Dye-Sublimation Print</li> <li>➤ 100% Polyester Material</li> <li>➤ Executive Mechanism, 16mm Tubing with ALL Metal hooks</li> <li>➤ Size 3.5m x 2,25m</li> <li>➤ Colour: SASSETA will provide details</li> </ul>		1
8.	<p>Branded pop-up banner with own carry bag</p> <ul style="list-style-type: none"> <li>➤ Dye-Sublimation Print</li> <li>➤ 100% Polyester Material</li> <li>➤ Size: 1m x 2m</li> <li>➤ Colour: SASSETA will provide details</li> </ul>		1
9.	<p>Branded Natural Instinct Platinum Heavy Duty Director Chair with Pocket and a carry bag</p> <ul style="list-style-type: none"> <li>➤ Static weight capacity: 150kg</li> <li>➤ Heavy Duty 2400 denier Polyester</li> <li>➤ With Side storage pocket and table</li> <li>➤ 25mm Diameter steel frame</li> <li>➤ Size: 53 x 41 x 92cm</li> </ul>		1
10.	<p>Branded Stretch trestle tablecloth –</p> <ul style="list-style-type: none"> <li>➤ Size: 184cm X 76cm x 75cm</li> <li>➤ Colour – full colour (black/navy/white/sky blue)</li> <li>➤ 100% polyester material (hand and machine washable)</li> </ul>		1









11.	<p>Branded Legend Fabric tablecloth</p> <ul style="list-style-type: none"> <li>➤ Material: 100% polyester</li> <li>➤ Size: 3.35 x 2.25m</li> <li>➤ Colour – full colour (black/navy/white/sky blue)</li> <li>➤ 100% polyester material (hand and machine washable)</li> </ul>		1
12.	<p>Branded Frostbite 6-Can Cooler</p> <ul style="list-style-type: none"> <li>➤ Main zippered compartment with aluminium foil lining</li> <li>➤ Front slip pocket.</li> <li>➤ Side mesh pocket.</li> <li>➤ Opposite side pocket with Velcro flap closure.</li> <li>➤ Non-slip durable base.</li> <li>➤ Adjustable shoulder strap.</li> <li>➤ 22 ( w ) x 15 ( d ) x 18 ( h )</li> <li>➤ 70D with aluminium foil lining</li> <li>➤ Branding Option: Screen Print</li> </ul>		1
13.	<p>Branded 18 Can Cooler with front mesh pockets</p> <ul style="list-style-type: none"> <li>➤ Size: 30 x 26.7 x 17.8cm</li> <li>➤ Material: 70D, Heat sealed PEVA Lining</li> <li>➤ 18 Can capacity</li> <li>➤ Colour: Black</li> <li>➤ Zippered front pocket</li> <li>➤ 2 Front mesh pockets, front pocket with hook and loop closure</li> <li>➤ Top elastic cord</li> <li>➤ Zippered main compartment</li> <li>➤ Bottom stiffener</li> <li>➤ Adjustable shoulder strap</li> </ul>		1
14.	<p>Branded Okiyo Kura Cotton &amp; Wheat Straw Lunch Set</p> <ul style="list-style-type: none"> <li>➤ Cotton lunch cooler with aluminium foil lining</li> <li>➤ Wheat straw lunch box with a bamboo lid, and a wheat straw knife, fork and spoon.</li> <li>➤ 21 (l) x 17 (w) x 18 (h) cm</li> </ul>		












15.	<p>Branded A5 notebook with outer pouch</p> <ul style="list-style-type: none"> <li>➤ Size: 15.5 x 21.5 x 2cm</li> <li>➤ Colour change PU cover</li> <li>➤ Colour: Black</li> <li>➤ 200 Lined pages (duplex)</li> <li>➤ White paper</li> <li>➤ Outer pouch</li> <li>➤ Flap with strap and loop closure</li> <li>➤ Matching colour stitching</li> <li>➤ Bookmark ribbon</li> <li>➤ 2 Card slots</li> <li>➤ ID Window</li> </ul>		1
16.	<p>Branded Alex Varga Corinthia Soft Cover Notebook &amp; Pen Set</p> <ul style="list-style-type: none"> <li>➤ Material: PU, Paper &amp; Iron</li> <li>➤ Size: Notebook - 14.5cm (w) x 21cm (l) x 1.6cm (h)</li> <li>➤ Pen - 14.2cm (l)</li> <li>➤ Presentation Box - 19.3cm (w) x 24.5cm (l) x 4cm (h)</li> </ul>		1
17.	<p>Branded Alex Varga Undakrov Gift Set</p> <ul style="list-style-type: none"> <li>➤ Material: Water Bottle - Stainless Steel Pen - Iron, PU, Lanquered Copper &amp; Chrome Notebook - PU, Paper &amp; Chrome</li> <li>➤ Size: Water Bottle - 27cm (h) Pen - 14.2cm (l) Notebook - 22cm (l) x 16cm (w) x 2.6 (h) Presentation Box - 32cm (l) x 32.5cm (w) x 9cm (h)</li> <li>➤ Capacity: Water Bottle - 800ml Notebook - A5. 96 Sheets / 192 Lined Pages Ink Colour - Black</li> </ul>		1

18.	<p>Branded Altitude Noodle A5 Spiral Notebook</p> <ul style="list-style-type: none"> <li>➤ Size: 21 (l) x 14.8 (w) x 1.8 (h) cm</li> <li>➤ paper &amp; PP</li> <li>➤ 192 lined pages (96 sheets)</li> <li>➤ black elastic closure</li> <li>➤ frosted finish</li> </ul>		1
19.	<p>Branded Altitude Yale A4 Zip-Around Folder</p> <ul style="list-style-type: none"> <li>➤ Material: Grainy PVC</li> </ul> <p>Size: 33cm (l) x 25cm (w) x 2cm (h)</p>		1
20.	<p>Branded Alex Varga Phenom Ball Pen &amp; Rollerball Set</p> <ul style="list-style-type: none"> <li>➤ Material: Ballpoint - Brass, Iron, Copper &amp; Chrome</li> <li>➤ Rollerball - Brass, Iron, Copper &amp; Chrome</li> <li>➤ Case - PU &amp; Stainless Steel</li> <li>➤ Size: Ballpoint - 13.8cm (l)</li> <li>➤ Rollerball - 13.8cm (l)</li> <li>➤ Case - 6cm (w) x 16cm (l) x 2.3cm (h)</li> </ul>		1
21.	<p>Branded Alex Varga Nilsson Gift Set</p> <ul style="list-style-type: none"> <li>➤ Material: Pen - Brass, Iron, Copper &amp; Chrome Underlay</li> <li>➤ Keyholder - Zinc Alloy &amp; Laser PU</li> <li>➤ Gift Box - Paper Board &amp; EVA</li> <li>➤ Size: Keyholder - 10cm (l) x 3.5cm (w) x 0.8cm (h)</li> <li>➤ Gift Box - 17cm (l) x 10cm (w) x 2.5cm (h)</li> </ul>		1
22.	<p>Branded Alex Varga Solovki Power Bank – 10,000mAh</p> <ul style="list-style-type: none"> <li>➤ high-density compact power bank</li> <li>➤ lithium-polymer battery</li> <li>➤ power indicator light</li> </ul>		1





	<ul style="list-style-type: none"> <li>➤ includes 3-in-1 cable with Type C, dual-micro-USB &amp; lightning connectors</li> <li>➤ presentation box: 14 (l ) x 7.5 ( w ) x 3 (h )</li> <li>➤ capacity: 10000mAh</li> <li>➤ input: 5V/1.5A</li> <li>➤ output: 5V/2A</li> <li>➤ recharge Time: 8 Hours</li> <li>➤ discharge Time: 4 Hours</li> <li>➤ packaged in an elegant and stylish, black Alex Varga presentation box</li> </ul>		
23.	<p>Branded Stainless Steel Bottle &amp; Mug Gift Set</p> <ul style="list-style-type: none"> <li>➤ Mug - Stainless Steel</li> <li>➤ Bottle - Stainless Steel</li> <li>➤ Bottle size: 500ml</li> <li>➤ Mug size: 300ml</li> </ul> <p>Branding: Laser Engraving</p>		1
24.	<p>Branded Business Card Case with Magnetic Lid</p> <ul style="list-style-type: none"> <li>➤ Size: 6.2cm x 10cm x 1.5cm</li> <li>➤ Textured black finish</li> <li>➤ Contrast stitching</li> <li>➤ Magnetic Flap Closure</li> <li>➤ Colour: Black</li> </ul>		1



25.	<b>Branded Storm Proof Vented Umbrella</b> <ul style="list-style-type: none"> <li>➤ Diameter: 131cm</li> <li>➤ Length: 102cm</li> <li>➤ Material: 190T Pongee</li> <li>➤ 8 Panels</li> <li>➤ Auto open</li> <li>➤ Windproof frame</li> <li>➤ Fibreglass ribs</li> <li>➤ EVA Foam black handle</li> <li>➤ Colour: Black</li> </ul>		1
26.	<b>Branded Serendipio Salem Recycled PET Compact Umbrella with EVA Pouch</b> <ul style="list-style-type: none"> <li>➤ Material: Umbrella - 180T RPET Pouch - EVA</li> <li>➤ Size: Umbrella - 100cm (dia) Pouch - 7cm (l) x 4cm (w) x 17.5cm (h)</li> <li>➤ Capacity: 8 Panels</li> <li>➤ Branding Options: Screen Print</li> </ul>		1
27.	<b>Branded Hoxton Auto-Open Umbrella</b> <ul style="list-style-type: none"> <li>➤ Material: 210T Polyester, Metal &amp; Wood</li> <li>➤ Size: 102cm (dia)</li> </ul>		1
28.	<b>Branded Altitude Slam Plastic Water Bottle - 750ml</b> <ul style="list-style-type: none"> <li>➤ 18.6 (h)</li> <li>➤ 500ml</li> <li>➤ BPA free</li> <li>➤ FDA approved materials</li> <li>➤ Colours: navy</li> </ul>		1






29.	<b>Branded Water Bottles</b> <ul style="list-style-type: none"> <li>➤ Material: Aluminum &amp; PS</li> <li>➤ Size: 26cm (h)</li> <li>➤ Capacity: 750ml</li> <li>➤ Branding Options: Laser Engraving</li> </ul>		1
30.	<b>Branded Sports Bottles</b> <ul style="list-style-type: none"> <li>➤ Material: BPA-free plastic</li> <li>➤ Size: 750ml</li> <li>➤ Color: black/navy</li> </ul>		1
31.	<b>Branded Hydro Plastic Water Bottle – 750ml</b> <ul style="list-style-type: none"> <li>➤ tritan bottle</li> <li>➤ 24 (h) 0.75L</li> <li>➤ PP lid</li> <li>➤ silicone band</li> </ul>		
32.	<b>Branded Customized Mugs</b> <ul style="list-style-type: none"> <li>➤ Material: Ceramic</li> <li>➤ Size: 11oz-15oz</li> <li>➤ Color: Organisation's colors</li> <li>➤ - Printing: Logo and name</li> </ul>		1
33.	<b>Branded Ceramic Coffee Mug</b> <ul style="list-style-type: none"> <li>➤ Material: Ceramic</li> <li>➤ Size: 13.7cm (h)</li> <li>➤ Capacity: 540ml</li> </ul>		1
34.	<b>Branded Sienna Mug in Bianca Custom Gift Box</b> <ul style="list-style-type: none"> <li>➤ Mug: 10.9 (h) ceramic &amp; cork 400ml</li> </ul>		1





	<ul style="list-style-type: none"> <li>➤ Gift box: 11.8 (l) x 8.9 (w) x 12.5 (h)</li> </ul>		
35.	<p>Branded Alex Varga Aletina Ceramic Coffee Mug</p> <ul style="list-style-type: none"> <li>➤ Material: Ceramic</li> <li>➤ Size: 9cm (h)</li> <li>➤ Capacity: 400ml</li> <li>➤ Branding Options: Laser Engraving</li> </ul>		1
36.	<p>Branded Kooshty Big Kahuna Stainless Steel Vacuum Mug – 1.2 Litre</p> <ul style="list-style-type: none"> <li>➤ Capacity: 1.2 Litre</li> <li>➤ Dimensions: 26 cm (H) x 10 cm (D)</li> <li>➤ Materials: Food-grade stainless steel, PP, and silicone</li> <li>➤ Insulation: Vacuum-sealed to maintain drink temperatures for hours</li> <li>➤ Design: Sturdy handle, cup holder-friendly base, and 2-in-1 screw lid for easy drinking</li> <li>➤ Extras: Reusable plastic straw; dishwasher safe (mug only, lid not microwave safe)</li> <li>➤ Packaging: Natural kraft Kooshty gift box</li> <li>➤ Branding Options: Laser Engraving</li> </ul>		1
37.	<p>Branded Swiss Cougar Valletta Bluetooth Speaker</p> <ul style="list-style-type: none"> <li>➤ Material: ABS, Fabric &amp; Silicone</li> <li>➤ Size: 7cm (l) x 7cm (w) x 3.8cm (h)</li> <li>➤ Capacity: 300mAh</li> <li>➤ Branding Options: Pad Print</li> </ul>		1






38.	<p>Branded MT-SC-413-B Swiss Cougar San Francisco Bluetooth Speaker</p> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): Bluetooth Speaker: 8 (d) x 6.4 (h)</li> <li>➤ Made of: ABS &amp; Silicone</li> <li>➤ Product Features: Lithium polymer battery Audio playback time: 4 - 6 hours Audio recharge time: 4 hours Includes USB charging cable Bluetooth V 5.0 10 metre visible distance Battery capacity: 1200mAh Speaker power: 5W Frequency: 100Hz – 20KHz Input : 5V / 1A</li> </ul>		1
39.	<p>JBL PartyBox Stage 320 Portable Bluetooth Speaker + JBL Digital Microphones</p>		1
40.	<p>Branded Backpack</p> <ul style="list-style-type: none"> <li>➤ Material: Cotton, polyester, or nylon</li> <li>➤ Size: Various sizes</li> <li>➤ Color: Organization's colors</li> <li>➤ Printing: Logo and name</li> </ul>		1
41.	<p>Branded Drawstring bags</p> <ul style="list-style-type: none"> <li>➤ Material: Cotton, polyester, or nylon</li> <li>➤ Size: Various sizes</li> <li>➤ Color: Organization's colors</li> <li>➤ Printing: Logo and name</li> </ul>		1




42.	<b>Branded Tote Bags</b> <ul style="list-style-type: none"> <li>➤ Material: Cotton, polyester, or nylon</li> <li>➤ Size: Various sizes</li> <li>➤ Color: Organization's colors</li> </ul>		1
43.	<b>Branded Handy Shopper Bag</b> <ul style="list-style-type: none"> <li>➤ Material: 70g Non-Woven</li> <li>➤ Size: 41cm (l) x 37cm (w)</li> </ul>		1
44.	<b>Branded Graffiti Document Bag</b> <ul style="list-style-type: none"> <li>➤ 37 ( l ) x 1 ( w ) x 29 ( h ) cm</li> <li>➤ 600D</li> <li>➤ dual front zippered compartments</li> <li>➤ top carry handle</li> </ul>		1
45.	<b>Branded Okiyo Reza Jute &amp; Cotton Tote with Leather Handles</b> <ul style="list-style-type: none"> <li>➤ 44 ( l ) x 18 ( w ) x 36 ( h ) cm</li> <li>➤ 100% cotton canvas, laminated jute &amp; leather</li> <li>➤ leather shoulder straps</li> <li>➤ strong and heavy-duty fabric</li> </ul>		1

46.	<p><b>Branded Okiyo Fukei Jute &amp; Cotton Tote</b></p> <ul style="list-style-type: none"> <li>➤ Material: 100% Cotton Canvas, Laminated Jute &amp; Juco</li> <li>➤ Size: 44cm (l) x 18cm (w) x 36cm (h)</li> <li>➤ Branding Options: Digital Direct Transfer, Screen Print</li> </ul>		1
47.	<p><b>Branded Brighton Non Woven Shopper</b></p> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): Bag: 38 x 10 x 33</li> <li>➤ Made of: Non-woven</li> <li>➤ Product Features: 80 g/m<sup>2</sup> non-woven Cheerful patterned top panel Plain bottom panel</li> </ul>		1
48.	<p><b>Branded Bag</b></p> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): Bag: 40 (l) x 4 (w) x 28 (h)</li> <li>➤ Made of: Bag: 320gsm Cotton</li> <li>➤ Product Features: Fabric handles Zip closure Okiyo sidewinder</li> </ul>		1
49.	<p><b>Branded Ritz Conference Bag</b></p> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): 70X42X54</li> <li>➤ Made of: Oxford Fabric</li> <li>➤ Product Features: With Main Zip Compartment, Front Zip Compartment, Inner Lining and Nylon Carry Handle Carton</li> </ul>		1
50.	<p><b>Branded Customized Backpacks</b></p> <ul style="list-style-type: none"> <li>➤ Material: Polyester, nylon, or leather</li> <li>➤ Size: Various sizes</li> <li>➤ Color: Organization's colors</li> </ul>		1




51.	<p>Branded Alex Varga Faulkner Laptop Bag</p> <ul style="list-style-type: none"> <li>➤ Material: Luxury PU</li> <li>➤ Size: 40cm (l) x 4cm (w) x 29cm (h)</li> <li>➤ Capacity: 15.6'</li> <li>➤ Branding Options: Laser Engraving, Pad Print</li> </ul>		1
52.	<p>Branded Alex Varga Tremezzo Laptop Backpack</p> <ul style="list-style-type: none"> <li>➤ Material: Gucci Nylon &amp; PU</li> <li>➤ Size: 34cm (l) x 10cm (w) x 43cm (H)</li> </ul>		1
53.	<p>Branded Emmy Backpack</p> <ul style="list-style-type: none"> <li>➤ Material: Arizona Genuine Leather</li> <li>➤ Size: 28cm (w) x 40cm x 12cm (d)</li> </ul>		1
54.	<p>Branded Sorento Slim Computer Bag</p> <ul style="list-style-type: none"> <li>➤ Material: Arizona Genuine Leather</li> <li>➤ Size: 39cm (w) x 28cm (h) x 3cm (d)</li> </ul>		1

55.	<b>Branded Fenn Collection Laptop Bag</b> <ul style="list-style-type: none"> <li>➤ Inside sleeve</li> <li>➤ 3 compartments</li> <li>➤ Adjustable/detachable strap</li> <li>➤ Height – 27cm</li> <li>➤ Width – 36cm</li> <li>➤ 15" compatible</li> </ul>		1
56.	<b>Branded Elliot - Pebble Tan</b> <ul style="list-style-type: none"> <li>➤ Crafted from LWG Certified leather</li> <li>➤ Fits laptops up to 15 inches</li> <li>➤ Front pocket with a magnetic closure</li> <li>➤ Adjustable padded shoulder strap and trolley strap</li> <li>➤ Length: 37cm, Height: 28cm &amp; Width: 5cm</li> </ul>		1
57.	<b>Branded Gary Player Torrey Pines Weekend Bag</b> <ul style="list-style-type: none"> <li>➤ 47 ( w ) x 20 ( d ) x 30 ( h )</li> <li>➤ Cross pattern simulated leather</li> <li>➤ Adjustable, removable, shoulder strap</li> <li>➤ Luggage tag</li> <li>➤ Gary Player Collection</li> <li>➤ Signature lining &amp; embossed zip pullers</li> </ul>		1
58.	<b>Branded Small Sports Bag</b> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): Bag: 50 (l) x 27 (w) x 29 (h)</li> <li>➤ Made of: Nylon</li> <li>➤ Product Features: Carry handles, Side zippered compartments, Main zippered compartment, Adjustable/removable shoulder strap</li> </ul>		1









59.	<p><b>Branded Houston Double-Decker Bag</b></p> <ul style="list-style-type: none"> <li>➤ Material: 600D &amp; Jacquard</li> <li>➤ Size: 56cm (w) x 33cm (d) x 27cm (h)</li> <li>➤ Branding Options: Screen Print, Embroidery, Zip Puller, Digital Direct Transfer</li> </ul>		1
60.	<p><b>Branded Oregon Sports Bag</b></p> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): Bag: 53 x 25 x 30</li> <li>➤ Made of: 600D, Ripstop &amp; PVC</li> <li>➤ Product Features: Spacious Main U-Shaped Zippered Compartment Front Zippered Compartment Additional Zippered Side Compartment For Shoes Or Wet Towels Wide Side Mesh Pocket Double Carry Handles Adjustable Shoulder Strap</li> </ul>		1
61.	<p><b>Branded Alex Varga Odessa Laptop Trolley Bag</b></p> <ul style="list-style-type: none"> <li>➤ Odessa Cabin Case</li> <li>➤ Hybrid hard &amp; soft shell</li> <li>➤ USB charging port.</li> <li>➤ Size: 43 (l) x 22 (d) x 45 (h) cm</li> </ul>		1
62.	<p><b>Branded Extra Strong Hard Shell Wheeled Trolley Bag with Secure Locks and 4 Wheels</b></p> <ul style="list-style-type: none"> <li>➤ Color: Metallic Black</li> <li>➤ Polycarbonate and ABS shell</li> <li>➤ 210D lining</li> <li>➤ Aluminum handle</li> <li>➤ Size: 45 cm (W) x 65 cm (H) x 27 cm (D)</li> <li>➤ Carton Weight: 4.9 kg</li> <li>➤ Size: 28-inch - 50cm (w) x 75cm (h) x 32cm (d)</li> <li>➤ Branding Options: Dome Sticker, Plaque</li> </ul>		1








63.	<p><b>Branded Alex Varga Gift Set</b></p> <p>Gift Box:</p> <ul style="list-style-type: none"> <li>➤ 29 (l) x 57 (w) x 10 (h) cm</li> <li>➤ rigid, 2-piece, gift box with smooth finish</li> <li>➤ contains an EVA base with a luxury velvet finish.</li> </ul> <p>This giftset contains:</p> <ul style="list-style-type: none"> <li>➤ Alex Varga Corinthia 32GB A5 USB Notebook Gift Set (GF-AV-768)</li> <li>➤ Alex Varga Asterin 20000mAh Power Bank (AV-19161)</li> <li>➤ Alex Varga Galexia Ball Pen &amp; Rollerball Set (AV-19033)</li> <li>➤ Alex Varga Shackleton Vacuum Water Bottle – 800ml (AV-19165)</li> <li>➤ Alex Varga Imperium TWS Earbuds (MT-AV-383)</li> </ul>		1
64.	<p><b>Branded Alex Varga Gift Set</b></p> <p>Gift Box:</p> <ul style="list-style-type: none"> <li>➤ 44 ( l ) x 28.5 ( w ) x 9.5 ( h ) cm</li> <li>➤ rigid, 2-piece, gift box with smooth finish</li> <li>➤ contains an EVA base with a luxury velvet finish.</li> </ul> <p>This gift set includes:</p> <ul style="list-style-type: none"> <li>➤ Alex Varga Corinthia Cruz A5 Hard Cover Notebook (NF-AV-159-B)</li> <li>➤ Alex Varga Interica Keyholder (KH-AV-86-B)</li> <li>➤ Alex Varga Marcella Ceramic Coffee Mug – 540ml (DR-AV-268-B)</li> <li>➤ Alex Varga Phenom Ball Pen &amp; Rollerball Set (AV-19173)</li> </ul>		1
65.	<p><b>Branded Alex Varga Quebec Gift Set</b></p> <p>Gift Box:</p> <ul style="list-style-type: none"> <li>➤ 32.5 x (l) x 32.5 (w) x 11 (h) cm</li> <li>➤ rigid, 2-piece, gift box with smooth finish</li> <li>➤ contains an EVA base with a luxury velvet finish</li> </ul> <p>This gift set includes:</p> <ul style="list-style-type: none"> <li>➤ Alex Varga Rostov Stainless Steel Vacuum Coffee Plunger - 950ml (HL-AV-149-B)</li> <li>➤ 2 x Alex Varga Figo Stainless Steel Vacuum Tumblers – 370ml (DR-AV-243-B)</li> </ul>		1






66.	<p><b>Branded Yatta Serenity Set Hamper</b></p> <ul style="list-style-type: none"> <li>➤ Material: Cooler - PE, PU &amp; PP</li> <li>➤ Tumbler - Stainless Steel Outer, PP Inner &amp; EVA Base</li> <li>➤ Blanket - 130gsm Acrylic,</li> <li>➤ Sponge, 60gsm PEVA &amp; PU</li> <li>➤ Speaker - Recycled ABS &amp; PU</li> <li>➤ Waiter's Friend - Stainless Steel &amp; PP</li> <li>➤ Gift Bag - RPET Felt</li> <li>➤ Size: Cooler - 33cm (l) x 21cm (w) x 23cm (h)</li> <li>➤ Tumbler - 11.5cm (h)</li> <li>➤ Blanket - 180cm (l) x 130cm (w)</li> <li>➤ Speaker - 9cm (l) x 6.5cm (h) x 7.5cm (h)</li> <li>➤ Waiter's Friend - Closed - 13.5cm (l) x 4cm (w) Open - 18.5cm (l) x 4cm (w)</li> <li>➤ Gift Bag - 40cm (l) x 20cm (w) x 33cm (h)</li> <li>➤ Capacity: Cooler - 12L Tumbler - 350ml</li> <li>➤ Branding Options: Deboss, Pad Print, Screen Print, Laser Engraving, Digital Print Drinkware</li> </ul>		1
67.	<p><b>Branded Yatta Snug Serenity Hamper without a Nought, coffee, biscuit and sucker</b></p> <ul style="list-style-type: none"> <li>➤ Material: Tumbler - Stainless Steel, EVA &amp; PP</li> <li>➤ Plunger - Food Grade Stainless Steel &amp; PP</li> <li>➤ Blanket - Side 1 - 300g/m2 Faux Fur Side 2 - 200g/m2 Flannel Fleece</li> <li>➤ Gift Bag - RPET Felt</li> <li>➤ Size: Tumbler - 17cm (h)</li> <li>➤ Plunger - 21.5cm (h) x 9.7cm (d)</li> <li>➤ Blanket - 200cm (l) x 150cm (w)</li> <li>➤ Gift Bag - 40cm (l) x 20cm (w) x 33cm (h)</li> <li>➤ Capacity: Tumbler - 580ml</li> <li>➤ Branding Options: Embroidery, Laser Engraving, Pad Print, Screen Wrap</li> </ul>		1

68.	<p>Branded Yatta Daytrip Delights Hamper excluding dried mango, nuts, coarse salt &amp; olive oil &amp; vinegar</p> <ul style="list-style-type: none"> <li>➤ Dark Grey RPET felt gift bag</li> <li>➤ Felt bag size: 42 (l) x 30 (w) x 34 (h) cm</li> <li>➤ Serendipio Willow 4-Person Picnic Basket (OL-SD-65-B)</li> <li>➤ Serendipio Brookhill Picnic Blanket (OL-SD-56-B)</li> <li>➤ Altitude Mario Dice &amp; Cards Set (IDEA-58135)</li> <li>➤ Serendipio Small Teatime Wooden Tray with Leather Strap (HL-SD-153-B)</li> </ul>		1
69.	<p>Branded 3 Piece Braai Set In Carry Case</p> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): Braai Set: 24.1 x 40.6 x 3.8cm</li> <li>➤ Made of: Stainless Steel, 600D Polyester, Wood</li> <li>➤ Product Features: Fold over carry case with tie straps, Wood handles, Steel braai tools, Spatula, Fork &amp; Tongs</li> </ul>		1
70.	<p>Branded Okiyo Chizu Bamboo Cheese Board Set</p> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): Board Set: 38 (l) x 1.7 (w) x 18.5 (h)</li> <li>➤ Made of: Board Set: Bamboo &amp; Stainless Steel</li> <li>➤ Product Features: The food board is equipped with 3 tools: Cheese cutter, Cheese fork, Cheese knife Suitable for hard and soft cheeses, Fresh and natural bamboo board Highly sustainable material Harder than oak</li> </ul>		1
71.	<p>Branded 2 Person Duet Picnic Shoulder Bag</p> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): Picnic Backpack: 35 (l) x 26 (w) x 19 (d)</li> <li>➤ Made of: Polyester</li> <li>➤ Product Features: Includes: 2 Place Settings With Plates, Cutlery, Glasses, Napkins, Salt and Pepper Set, Cheese Board, Waiters Friend, Wine Cooler And Cooler Bag</li> </ul>		1





72.	<b>Branded Keychain with Silicone Strap</b> <ul style="list-style-type: none"> <li>➤ Size: 3.2cm x 8.3cm x 0.9cm</li> <li>➤ Silicone strap</li> <li>➤ Metal finish</li> <li>➤ Split ring</li> <li>➤ Colour: Black</li> </ul>		1
73.	<b>Branded Keychains</b> <ul style="list-style-type: none"> <li>➤ Material: Metal or plastic</li> <li>➤ Size: Various sizes</li> <li>➤ Printing: Logo and name</li> </ul>		1
74.	<b>Branded Woven Lanyard with plastic buckle</b> <ul style="list-style-type: none"> <li>➤ Size: 2cm x 90cm x 0.8cm</li> <li>➤ Material: Woven polyester</li> <li>➤ Metal carabiner clip</li> <li>➤ Removable section with plastic buckle</li> <li>➤ Colours: Black, Navy blue, Navy blue</li> </ul>		1
75.	<b>Branded Dome Lanyard</b> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): 90 (l) x 2 (w)</li> <li>➤ Dome Sticker: 2.7</li> <li>➤ Made of Polyester</li> </ul>		1
76.	<b>Branded Tabun mouse pads</b> <ul style="list-style-type: none"> <li>➤ Size: 22 x 16.8cm</li> <li>➤ Antibacterial mousepad</li> <li>➤ Rectangular design</li> <li>➤ EVA Anti-slip base</li> <li>➤ Colour: SASSETA to advice about colours</li> </ul>		1
77.	<b>Branded mouse pad with padded rest</b> <ul style="list-style-type: none"> <li>➤ Size: 26.5 x 22.7 x 0.7cm</li> <li>➤ Non-slip base</li> <li>➤ Padded wrist rest</li> <li>➤ Leatherette</li> <li>➤ White contrast stitching</li> <li>➤ Colour: Black</li> </ul>		1




78.	<p><b>Branding Large PU Leather Desk Mouse Pad Comfortable Writing Mat</b></p> <ul style="list-style-type: none"> <li>➤ Comes with a strap to roll up the writing pad and organize / carry around easily.</li> <li>➤ Size: 90 x 45cm</li> <li>➤ Material: PU Leather</li> <li>➤ Weight: 500g</li> <li>➤ Colour: Black/Grey</li> <li>➤ Large enough to accommodate the laptop, mouse and keyboard.</li> <li>➤ Comfortable and smooth surface allow to use it as a mouse pad or writing pad.</li> </ul>		1
79.	<p><b>Branded Altitude Brainiac Wooden Pencil</b></p> <ul style="list-style-type: none"> <li>➤ Material: wood</li> <li>➤ With matching eraser</li> <li>➤ Supplied sharpened</li> <li>➤ linden wood</li> <li>➤ 16 (l)</li> </ul>		1
80.	<p><b>Branded Altitude Preparatory Pencil Case</b></p> <ul style="list-style-type: none"> <li>➤ 600D material</li> <li>➤ Size 19cm x 10cm</li> <li>➤ Colour: Black/Navy/Blue</li> </ul>		1
81.	<p><b>Branded Customised Earbuds and Headphones</b></p> <ul style="list-style-type: none"> <li>➤ Type: Wired or wireless</li> <li>➤ Material: Plastic, metal, or silicone</li> <li>➤ Color: Black/white</li> </ul>		1
82.	<p><b>Branded Path Finder World Travel Adaptor</b></p> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): Pc : 6.2 x 4.7 x 6 Pp Presentation Case: 6.3 x 6.1 x 4.8</li> <li>➤ Made of: Plastic</li> <li>➤ Product Features: Universal Travel Plug Adapter Adapters Snap into One Piece For Easy Storage Input: 110V-250V Fuse: 6A Max Power: 1380W Female Socket: Universal Male Plug: UK,</li> </ul>		1










	US, AUS and EU FCC Certification		
83.	<p>Branded Pencil case with a pen, pencil, ruler, sharpener, eraser</p> <ul style="list-style-type: none"> <li>➤ Material: Pen - Plastic Pencil - Linden Wood Ruler - Plastic Sharpener - PS &amp; Steel Eraser - Synthetic Rubber Pencil Case - 600D</li> <li>➤ Size: Pencil - 16cm (l) Ruler - 15cm (l) Sharpener - 2.5cm (l) x 1.5cm (w) x 1.05cm (h) Eraser - 2.5cm (l) x 1.5cm (w) x 0.5cm (h) Pencil Case - 19cm (l) x 15cm (w)</li> </ul>		1
84.	<p>Branded Adhesive Card Holder</p> <ul style="list-style-type: none"> <li>➤ Material: Plastic, silicone, or leather</li> <li>➤ Size: Various sizes for different phone models</li> <li>➤ Color: black/navy</li> </ul> <p>Printing: Logo and name</p>		1
85.	<p>Branded 5 In 1 Highlighter Set</p> <ul style="list-style-type: none"> <li>➤ Case: 14 (l) x 5.8 (w) x 1 (h)</li> <li>➤ Made of: Plastic</li> <li>➤ Product Features: 5 Highlighters includes 5</li> </ul>		1
86.	<p>Branded Altitude Aura Highlighter Set</p> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): 13 x 8.5 x 2</li> <li>➤ Made of: Pp</li> <li>➤ Product Features: 5 Mini Highlighters</li> </ul>		1
87.	<p>Branded Wristbands</p> <ul style="list-style-type: none"> <li>➤ Material: Silicone</li> <li>➤ Size: 1.2cm (h) x 7cm (dia)</li> <li>➤ Branding Options: Screen Print</li> <li>➤ Colour: Red/Blue/Black/White/Navy</li> </ul>		1



88.	<p>Branded Altitude Crusade Ball Pen</p> <ul style="list-style-type: none"> <li>➤ ABS plastic</li> <li>➤ rubberised barrel</li> <li>➤ designed for branding on the clip</li> <li>➤ black German ink</li> <li>➤ minimum 700 Metres writing distance</li> <li>➤ Colours: Black/Blue</li> </ul>		1
89.	<p>Branded 8GB Swivel – USB (type A)</p> <ul style="list-style-type: none"> <li>➤ Branding: Engraving, Pad Printing, Full Colour Print</li> <li>➤ Colour(s): Black-Silver</li> <li>➤ Material: Metal</li> <li>➤ Size: 6 (l) x 1.5 (w)</li> <li>➤ Packaging: Plastic Presentation Box</li> </ul>		1
90.	<p>Branded 8GB Swivel – USB (dual sim - type C)</p> <ul style="list-style-type: none"> <li>➤ Branding: Engraving, Pad Printing, Full Colour Print</li> <li>➤ Colour(s): Black-Silver</li> <li>➤ Material: Metal</li> <li>➤ Size: 6 (l) x 1.5 (w)</li> <li>➤ Packaging: Plastic Presentation Box</li> </ul>		
91.	<p>Branded 8GB Swivel– USB (dual sim - type C and type A)</p> <ul style="list-style-type: none"> <li>➤ Branding: Engraving, Pad Printing, Full Colour Print</li> <li>➤ Colour(s): Black-Silver</li> <li>➤ Material: Metal</li> <li>➤ Size: 6 (l) x 1.5 (w)</li> <li>➤ Packaging: Plastic Presentation Box</li> </ul>		

92.	<p><b>Branded Alex Varga Lucca Golf Shirt</b> (Mens and Ladies cut)</p> <ul style="list-style-type: none"> <li>➤ Material: 170gsm, 86% Nylon, 14% Spandex</li> <li>➤ Size: Small - 5XL</li> <li>➤ Colour: Navy/white/black</li> </ul> <p><b>Costings to be for:</b></p> <ul style="list-style-type: none"> <li>• 1 logo only</li> <li>• 2 logos</li> <li>• 3 logos</li> </ul>		1
93.	<p><b>Branded Men and Ladies Cromwell Softshell Jacket</b></p> <ul style="list-style-type: none"> <li>➤ Sizes Small – 5XL</li> <li>➤ 280 g/m2 / 100% polyester interlock fabric bonded with 100% polyester mesh</li> <li>➤ adjustable velcro closure at cuffs</li> <li>➤ wind placket</li> <li>➤ two hand pockets with zips</li> <li>➤ two interior pockets</li> <li>➤ elastic cords with stoppers in back of collar and bottom hem</li> <li>➤ US Basic zip puller</li> <li>➤ windproof 3000, moisture vapour proof 800</li> <li>➤ reflective piping on front and back</li> <li>➤ Colours: Black/navy/blue</li> </ul> <p><b>Costings to be for:</b></p> <ul style="list-style-type: none"> <li>• 1 logo only</li> <li>• 2 logos</li> <li>• 3 logos</li> </ul>		1
94.	<p><b>Branded Ladies and Men 1/4 Zip Waverley Jersey</b></p> <ul style="list-style-type: none"> <li>➤ Material: 100% Polyester</li> <li>➤ Size: Small - 5XL</li> <li>➤ Branding Options: Embroidery</li> <li>➤ Colour: Navy/Black/Blue/Grey</li> </ul> <p><b>Costings to be for:</b></p> <ul style="list-style-type: none"> <li>• 1 logo only</li> <li>• 2 logos</li> <li>• 3 logos</li> </ul>		1





95.	<p><b>Branded Crew-neck T-shirts</b></p> <ul style="list-style-type: none"> <li>➤ 190g Cotton</li> <li>➤ Sizes: Small – 5XL</li> <li>➤ Colours: Black/white/navy/blue</li> </ul> <p><b>Costings to be for:</b></p> <ul style="list-style-type: none"> <li>• 1 logo only</li> <li>• 2 logos</li> <li>• 3 logos</li> </ul>		1
96.	<p><b>Branded FWRD Premium Long Sleeve T-Shirt</b></p> <ul style="list-style-type: none"> <li>➤ Material: Solid Colours - 185gsm 100% Combed Cotton Melange Colours - 185gsm 100% Cotton, Polyester, Viscose Mix</li> <li>➤ Size: XS - 5XL</li> <li>➤ Colours: Black/white/navy/blue</li> <li>➤ Branding Options: Embroidery</li> </ul> <p><b>Costings to be for:</b></p> <ul style="list-style-type: none"> <li>• 1 logo only</li> <li>• 2 logos</li> <li>• 3 logos</li> </ul>		1
97.	<p><b>Branded Mens and Ladies Dawson Polar Fleece Hooded Sweater</b></p> <ul style="list-style-type: none"> <li>➤ polar fleece</li> <li>➤ front self-fabric kangaroo pocket</li> <li>➤ two-piece hood with matching drawstring</li> <li>➤ matching rib sleeve cuff and hem</li> <li>➤ Material: Cotton, polyester, or fleece</li> <li>➤ Size: S-5XL</li> <li>➤ Color: Black/Navy/Charcoal/Gray</li> <li>➤ Branding: Embroidery</li> </ul> <p><b>Costings to be for:</b></p> <ul style="list-style-type: none"> <li>• 1 logo only</li> <li>• 2 logos</li> <li>• 3 logos</li> </ul>		1


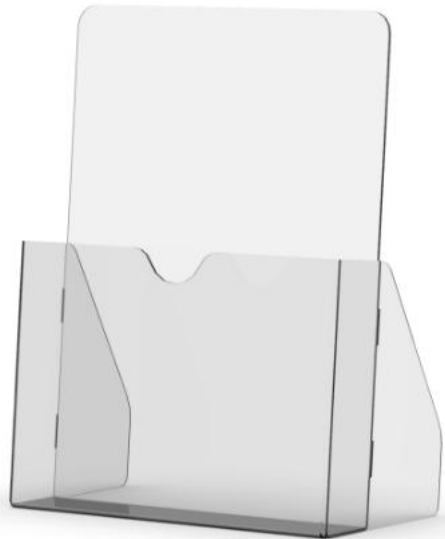


98.	<b>Branded FWRD Ladies Racerback Vest</b> <ul style="list-style-type: none"> <li>➤ Material: Solid Colours - 160gsm 95% Cotton &amp; 5% Spandex Melange Colours - 160gsm 62% Cotton, 33% Polyester &amp; 5% Viscose</li> <li>➤ Size: XS - 3XL</li> <li>➤ Branding Options: Embroidery, Printing</li> </ul>		1
99.	<b>Branded FWRD Males Racerback Vest</b> <ul style="list-style-type: none"> <li>➤ Material: Solid Colours - 160gsm 95% Cotton &amp; 5% Spandex Melange Colours - 160gsm 62% Cotton, 33% Polyester &amp; 5% Viscose</li> <li>➤ Size: XS - 3XL</li> <li>➤ Branding Options: Embroidery, Printing</li> </ul>	<div>COOL VEST</div> 	1
100.	<b>Branded FWRD Shady Bucket Hat</b> <ul style="list-style-type: none"> <li>➤ Material: 100% Heavy Brushed Cotton</li> <li>➤ Size: S/M - 57cm</li> <li>➤ L/XL - 60cm</li> </ul>		1
101.	<b>Branded FWRD Bush Hat</b> <ul style="list-style-type: none"> <li>➤ Material: 100% Cotton Twill</li> <li>➤ Size: S/M - 57cm</li> <li>➤ L/XL - 60cm</li> </ul>		1






102.	<p>Branded Estonia Winter Gift Set</p> <ul style="list-style-type: none"> <li>➤ Material: Beanie - Acrylic Rib Knit</li> <li>➤ Scarf - Acrylic Rib Knit</li> <li>➤ Drawstring Pouch - 80gsm Non-Woven PP</li> </ul>		1
103.	<p>Branded Multi-Functional Headwear</p> <p>(Material: 38gsm 95% Polyester &amp; 5% Spandex)</p>		1
104.	<p>Branded Alaska Brushed Fleece Beanie</p> <ul style="list-style-type: none"> <li>➤ Material: 210g/m2 Brushed Fleece</li> <li>➤ Size: One Size Fits Most</li> </ul>		1



105.	<b>Branded FWRD Supafit Cap</b> <ul style="list-style-type: none"> <li>➤ Material: Deluxe Cotton Blend</li> <li>➤ Size: One Size Fits Most</li> <li>➤ Branding Options: Embroidery, Screen Print, Heat Press, Vinyl Print</li> </ul>		1
106.	<b>Branded Pinnacle Acrylic Scarf</b> <ul style="list-style-type: none"> <li>➤ Material: 100% Acrylic 1x1 Rib Knit</li> <li>➤ Size: 180cm (l) x 26cm (w)</li> <li>➤ Branding Options: Embroidery</li> </ul>		1
107.	<b>Branded Aspen Gloves</b> <ul style="list-style-type: none"> <li>➤ 62g Acrylic Knitted</li> <li>➤ Stretch</li> <li>➤ Individually Shaped Fingers</li> <li>➤ Size: One Size Fits Most</li> </ul>		1
108.	<b>Branded Cuttle Fleece Blanket</b> <ul style="list-style-type: none"> <li>➤ Product Dimensions (cm): Blanket 150 x 120</li> <li>➤ Drawstring: 35 x 15</li> <li>➤ Made of: Blanket: Polyester</li> <li>➤ Made of Pouch: Nylon</li> </ul>		1



109.	<p><b>Branded Altitude Coral Reef-Safe SPF 50 Sunblock</b></p> <ul style="list-style-type: none"> <li>➤ Material: Bottle - PET Pouch - Neoprene</li> <li>➤ Size: Bottle &amp; Pouch - 4cm (l) x 3cm (w) x 12cm (h)</li> <li>➤ Capacity: 30ml</li> <li>➤ Branding Options: Screen Print</li> </ul>		1
110.	<p><b>Branded UV Protection Fashion Sleeves</b></p> <ul style="list-style-type: none"> <li>➤ Material: 98% Nylon, 2% Spandex.</li> <li>➤ Fits most junior to adult (15") Fabric is soft, lightweight, and absorbs sweat/moisture rapidly.</li> <li>➤ One size fits to the most.</li> <li>➤ Flat lock seams stitching - seamless knit structure allows flexible mobility</li> <li>➤ Branding Options: Screen Print</li> </ul>		1
111.	<p><b>Branded Altitude Chill Cooling Sports Towel</b></p> <ul style="list-style-type: none"> <li>➤ Material: 100% Nylon</li> <li>➤ Size: 100cm (l) x 30cm (w)</li> <li>➤ Branding Options: Digital Transfer Clothing A4, A5 &amp; A6, Screen Print</li> </ul>		1
112.	<p><b>Branded Fitness Set Zhiax</b></p> <ul style="list-style-type: none"> <li>➤ Material: TPE/EVA &amp; Polyester</li> <li>➤ Size: Elastic Bands - 25cm x 5cm Skipping Rope - 260cm (l) Drawstring Pouch - 11.5cm x 22cm x 6cm</li> <li>➤ Branding Options: Screen Print</li> </ul>		1

113.	<p><b>Branded Altitude Wellness Exercise Mat</b></p> <ul style="list-style-type: none"> <li>➤ Material: NBR Material (Synthetic Rubber)</li> <li>➤ Size: 180cm (l) x 61cm (w) x 0.8cm (h)</li> <li>➤ Branding Options: Screen Print</li> </ul>		1
114.	<p><b>Menu Holder Acrylic Table Brochure Holder A5</b></p> <ul style="list-style-type: none"> <li>➤ Clear 2mm acrylic construction</li> <li>➤ Single-sided Brochure Display</li> <li>➤ Ideal for restaurants, reception areas, offices, airports</li> <li>➤ Ideal for A5 brochures</li> <li>➤ Has a 40mm depth for brochure storage</li> <li>➤ A5 Portrait Orientation</li> </ul>		1
115.	<p><b>Zed Up Clear Brochure stand with case</b></p> <ul style="list-style-type: none"> <li>➤ A stylish combination of satin aluminium and perspex acrylic.</li> <li>➤ 7 double sided clear acrylic shelves.</li> <li>➤ Supplied with heavy duty lockable carry case (2 keys supplied)</li> <li>➤ Size 1115mm high x 210mm wide x 284mm deep</li> <li>➤ Tray dimensions - 235mm high x 195mm wide</li> <li>➤ Weight in case 6kgs</li> </ul>	 <p>Zed Up Clear with case</p>	1
116.	<p><b>SASSETA Branded Ribbon</b></p> <ul style="list-style-type: none"> <li>➤ Ribbon colour: Black/white/navy blue</li> <li>➤ 10m long</li> <li>➤ 15mm wide</li> <li>➤ Polyester satin</li> </ul>		1

117.	<b>SA Flag Badge</b> <ul style="list-style-type: none"> <li>➤ Size: 15mm x 12mm</li> <li>➤ Material: Cast metal with enamel and brooch pin</li> <li>➤ Fitted with a magtag</li> <li>➤ Colour: South African Flag colours</li> </ul>		1
118.	<b>Branded SASSETA Stickers</b> <ul style="list-style-type: none"> <li>➤ Size: 50mm x 20mm</li> <li>➤ Paper type: Monomeric Economy White Gloss Vinyl</li> <li>➤ Branding Options: Full Colour Eco-Solvent Print on One Side</li> </ul>		1
119.	<b>Branded Storage Box 150lt</b> <ul style="list-style-type: none"> <li>➤ Size: 785mm (L) x 545mm (W) x 455mm (H)</li> <li>➤ Capacity: 150 Litres</li> <li>➤ Material: Polypropylene (PP)</li> <li>➤ Brand: Pride</li> <li>Colour: Black</li> </ul>		1
120.	<b>Repair and maintenance of pull-up banner</b> <ul style="list-style-type: none"> <li>➤ 100% Polyester Material</li> <li>➤ Size: 1m x 2m</li> </ul>	Total cost to clean one Banner	1
121.	<b>Branding of SASSETA Cars:</b> <ul style="list-style-type: none"> <li>➤ DOORS: 62cm (top to bottom)</li> <li>➤ 72cm (left to right)</li> <li>➤ BACK: between 79cm and 100cm</li> </ul>	 <p>Front doors – both sides</p>  <p>Rear of sedan</p>	1

			Rear of	
		kombi		
122.	Branding of laptop bags ➤ Size:15 cm (h) x 17cm (l)			1
123.	Laundry services (washing and ironing of the following) ➤ Gazebo cover ➤ Tablecloth ➤ Banner covers ➤ Podium covers	Total cost to wash and iron each item		1

**NB: Branding equipment and material including design and branding of all items (SASSETA will provide the Logo).**

## 2.4 TIMEFRAMES FOR DELIVERY OF THE WORK

2.4.1 The service provider will be required to deliver the items as and when it is required.

## 2.5 DURATION

2.5.1 The duration of the contract will be for a period of three (3) years from the date of appointment.

## 2.6 PRICING

2.6.1 Service Providers are requested to provide an all-inclusive price on SBD 3.3 of this tender.

2.6.2 The bidder to ensure delivery of the project within the required timeframes stipulated in the terms of reference

2.6.3 Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
- Book only economy-class flights
- Book Group A hire cars, otherwise Group B are to be used following SASSETA's

- approval
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when traveling to and from the airport.
- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ per night per person (including dinner, breakfast, and parking).
- Submit all applicable invoices/receipts for the travel undertaken and also, a google map of the trip where travel by private car was undertaken for payment.
- All travel to be approved by SASSETA before being undertaken

## **2.7 ACCOUNTABILITY AND REPORTING**

2.7.1 The service provider will report directly to the Marketing and Communications Manager for the duration of the assignment.

## **2.8 SUBMISSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC)**

2.8.1 Bidders are requested to initial each page of the General Conditions of Contract (GCC) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

## **2.9 INTELLECTUAL PROPERTY**

2.9.1 The service provider will be contracting with SASSETA. All data of this project, in whatever format raw or analysed, will be confidential information for utilisation by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the SLA.

## **2.10 PROTECTION OF PERSONAL INFORMATION ACT**

2.10.1 All Service Providers are to take note of the implications of POPI Act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

- 2.10.1.1 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.
- 2.10.1.2 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed of as per the SASSETA records management policies as prescribed by the National Archives Act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.
- 2.10.1.3 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of the information provided.

- 2.10.1.4 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.



### 3. PROPOSED SELECTION CRITERIA

#### 3.1 Compliance with minimum requirements

- 3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.

#### 3.2 Conditions for selection/shortlisting

##### 3.2.1 Phase 1 – Service Providers to:

- Email their proposal by the closing date and time. **Proposals received after the closing date and time will be disqualified from further evaluation.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD 3.1, SBD 4, and SBD 6.1
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

##### 3.2.2 Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements on a scale of 0 to 1:
  - 0: Document/item not submitted; Unacceptable, does not meet set criteria; Weak, less than acceptable. Insufficient for performance requirements
  - 1: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT		FUNCTIONALITY EVALUATION	Weight
Experience in supply and delivery of branded material	Rating	Evaluation criteria	
<ul style="list-style-type: none"> <li>A bidder to submit four (4) or more signed reference letters on a client's letterhead demonstrating experience in supply and delivery of branded equipment and material <b>(100 points)</b></li> </ul>	0	Non submission of signed reference letters or less than four (4) signed reference letters relating to supply and delivery of branded equipment and material	100%
	1	The bidder submitted four (4) or more signed reference letters demonstration experience in supply and delivery of branded equipment and material from current / existing suppliers	
TOTAL SCORE	100	TOTAL SCORE	100

Bidders are required to meet a minimum functionality threshold of 100% for functionality for them to be shortlisted for phase 3 of the evaluation. **Bidders who do not score 80% for functionality will be disqualified from further evaluation.**

### 3.2.3. Phase 3 – Price and Specific Goals

- The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
<b>TOTAL FOR PRICE AND PREFERENCE</b>	<b>100</b>

### 3.2.4 ADJUDICATION OF BID

- The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds, or no award at all.

## PART A - INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLICENTITY)</b>					
BID NUMBER:	RFP/SASSETA/25261115	CLOSING DATE:	03 November 2025	CLOSING TIME:	11h00
DESCRIPTION	Appointment panel of three (3) service providers to supply and deliver branding equipment and material to SASSETA for a period of three (3) years from date of appointment				
<b>PROPOSALS TO BE EMAILED:</b>					
Proposals to be submitted electronically only via email to <a href="mailto:branding@sasseta.org.za">branding@sasseta.org.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr. Khanyiso Gwele		CONTACT PERSON	Mr. Khanyiso Gwele	
E-MAIL ADDRESS	<a href="mailto:scm04@sasseta.org.za">scm04@sasseta.org.za</a>		E-MAIL ADDRESS	<a href="mailto:scm04@sasseta.org.za">scm04@sasseta.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN: <input type="checkbox"/> Yes <input type="checkbox"/> No	OR	CENTRAL SUPPLIER DATABASE No: <input type="checkbox"/>	MAAA <input type="checkbox"/>	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>		B-BBEE STATUS LEVEL SWORN AFFIDAVIT Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BESUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				YES NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				YES NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOTREGISTER AS PER 2.3 BELOW.</b>					

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**NAME OF SIGNATORY** .....

**SIGNATURE OF BIDDER:** .....

**N/B.:** If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

**N/B.:** If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....  
(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....

**PRICING SCHEDULE**

(Goods)

NAME OF BIDDER: .....

BID NO.: **RFP/SASSETA/25261115**

CLOSING TIME: **11: 00**

CLOSING DATE: **03 November 2025**

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

**Notes on the SBD3.1 – which is in provided in excel form**

- i. Please refer to the attached (Annexure B) excel document for pricing purposes.
- ii. Bidders are requested to populate their pricing on a unit cost basis as defined below on Note 3.
- iii. The bidders are to ensure that all items indicated on (Annexure B) are quoted for. Failure to quote on all items will lead to automatic disqualification.
- iv. The template will sum up the total.
- v. Once the SBD3.1 has been populated, the bidder is requested to print out and sign off.

**Any alteration to the Annexure B supplied will lead to disqualification of the bidder.**

**Note 1:** Total cost including delivery cost as specified in Annexure B will be considered for evaluation purposes.

**Note 2:**

**Note 3:** Unit price refers to unit descriptions as per Annexure B.

**Note 4:** Annexure B has been set to accept a comma as a rand/cent separator. Kindly test whether your unit costs sum up when added, if you experience a challenge, it may be because your system is set up to accept a full stop as a separator. Valid unit cost will align to the right.

**TOTAL CONSOLIDATED COSTS ON ANNEXURE C**

**R** \_\_\_\_\_

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**(To be signed by a duly Authorised Delegate)**



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

**2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise employed by the state? **YES/NO**

**2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below

Full Name	Identity Number	Name of State institution

**N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above**

**2.2** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

**2.2.1** If so, furnish particulars:

.....  
 .....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

**2.3.1** If so, furnish particulars:

.....  
 .....

3. **DECLARATION**

I, the undersigned, (name) ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

<sup>1</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

**1.1** The following preference point systems are applicable to invitations to quote:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

**1.3** Points for this quotation (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

**1.5** The maximum points for this quotation are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

**1.6 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.**

**1.7** The organ of state reserves the right to request a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

#### 3.2 POINTS AWARDED FOR SPECIFIC GOALS

- a) In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the quotation.
- b) For the purposes of this quotation, the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

**Table 1: Specific goals for the bidder and points claimed are indicated per the table below.**

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	<u>Bidders to record the number of points claimed in the rows below (80/20 system) (To be completed by the bidder)</u>
Black People Ownership (100%)	8.00	
Black Women Ownership (at least 30%)	5.00	
Black Youth Ownership (at least 30%)	3.00	
Black People with Disability (PWD) Ownership (at least 20%)	2.00	
The promotion of enterprises located in Gauteng	2.00	
<b>Total</b>	<b>20.00</b>	

**NB: Specific goals will not be rewarded to bidders who do not record their points in the table above**

**DECLARATION WITH REGARD TO COMPANY/FIRM**

3.3 Name of company/firm.....

3.4 Company registration number: .....

**3.5 TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company[TICK APPLICABLE BOX]

3.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the quotation, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF BIDDER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

## DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Certified copy/ies of Identity documents of the Company Directors
- c) CSD report
- d) Shareholder Certificates

**NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted).



If you receive any suspicious calls asking for payment to secure an award of a bid or the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.

**BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:**

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) <b>To be signed by a duly Authorised Delegate.</b>	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) <b>To be signed by a duly Authorised Delegate.</b>	
3.	Part 3: Completed and signed the Bidder's disclosure (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document).</i> <b>To be signed by a duly Authorised Delegate</b>	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) <b>To be signed by a duly Authorised Delegate. Not claiming points as per SBD 6.1 will lead to Specific Goals points not awarded</b>	
5.	Part 5: Submitted the General Conditions of Contract (initialed each page)	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.1	
8.	Part 8: A bidder to submit four (4) or more signed reference letters on a client's letterhead demonstrating experience in supply and delivery of branded equipment and material	
9.	Part 9: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Certified copy/ies of Identity documents of the Company Directors	
	CSD report	

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