



REQUEST FOR QUOTATIONS

RFQ SPECIFICATION TO APPOINT A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE THE SERVICE OF PURCHASE, BRAND AND SUPPLY MARKETING COLLATERALS.

The Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites you to submit quotations for the provision of purchase, brand and supply marketing collaterals.

Closing date of submission	04 July 2022
Closing time of submission	11:00 a.m. (Telkom time)
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the goods	7 Wessel Road, Rivonia Johannesburg

All queries/ clarifications can be sent in writing, citing the bid reference above to the under mentioned person before the closing date for the quote:

Queries address to	Katleho Mashego
Telephone Number: Landline	011 253 7300
e-mail address to send queries	Katlehom@foodbev.co.za

1. BACKGROUND

- 1.1. Food and Beverages Manufacturing SETA ("FoodBev SETA") is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev SETA is currently operating in Johannesburg at Number 7 Wessel Road, Rivonia Sandton. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector. FoodBev SETA is one of the 21 Sector

1.2. PURPOSE

The FoodBev SETA seeks to appoint a service provider who will provide the services of purchase, design, brand, and supply marketing collaterals items to FoodBev SETA Office.





2. SCOPE OF WORK

FoodBev SETA requires a service provider to provide the service of purchase, design, brand, and supply The Biggest Loser Challenge marketing collaterals:







Specification	Picture	Quantities
<p>Item 1: Unisex Dry Fit-Shirt</p> <p>V-Neck with inner contrast neck binding contrast mesh side panels.</p> <p>145g 100% Polyester with moisture management fabric.</p> <p>Branding: Full colour embroidered</p> <p>Colour: navy Blue</p>		30
<p>Item 2:</p> <p>Dri-Tech Vests</p> <p>Vests embroidered preferably Slazenger</p> <p>Colour: Navy Blue</p>		30
<p>Item 3: Olympic Cap - 7 Panel Code: ALT-OLY</p> <p>fabric: 100% polyester, micro-fibre peachskin • 7-panel unstructured peak • contrast mesh inset • 2 rows of sticking • self-fabric velcro closure</p> <p>Colour: Navy Blue</p>		30



<p>Item 4:</p> <p>Tracksuit</p> <p>Raglan long sleeve Side pockets Material: 92%POLYESTER 8%SPANDEX embroidered Colour: Navy Blue</p>		<p>30</p>
<p>Item 5: Water Bottles Alpine Water Bottle - 800ml Code: DW-6960</p> <p>Push-pull colour accented spout.</p> <p>800ml.</p> <p>BPA free</p>		<p>100</p>
<p>Item 6: Aerobics Step screen print Non Slip/Shock Absorbing Surfa Adjustable height Non-slip shock absorbing</p>		<p>30</p>
<p>Item 7: Code: SF-AM-50-B Exercise mats 180 (l) x 61 (w) x 0.8 (h) cm non-slip NBR material 8mm thickness plain surface and a ridged surface includes carry strap perfect for yoga and pilates provides comfort during stretching and exercising</p>		<p>30</p>



<p>Item 8: Trojan Toning set</p>		<p>30</p>
<p>Item 9: Workout Resistance Bands Set Code: SF-AL-48-B</p> <p>Resistance band set Red Band: Heavy resistance Yellow Band: Medium resistance Lime Band: Light resistance Bands: 30 (l) x 5 (w) cm TPE Pouch: 22 (l) x 10 (w) cm polyester</p>		<p>30</p>
<p>Item 10: Trojan Anti-Burst Body Ball</p> <p>Height 20.5 Width 10.5 Length 17.5</p>		<p>30</p>
<p>Item 11: PA System Hybrid PA15B Portable Powered Speaker With Wireless Microphone</p> <p>The Hybrid PA15B 15" Battery Powered Portable System 300W peak power. Ideal for the outdoors/outreaches/class rooms/lecture rooms etc.. Great value for money. Includes VHF microphone. Bluetooth/USB/SD. Aux Input and Line out. 6 hour battery life between charges. Two options available PA15B.</p>		<p>1</p>



<p>Item 12 Mugs Altos Double-Wall Travel Mug - 450ml - Black Only Code: MUG-800-BL</p> <p>stainless steel & PP outer PP liner 0.45L / 18.5 (h) BPA free 450ml not dishwasher and microwave safe</p>		<p>100</p>
<p>Item 13 Flasks Consulate 500ml Double-Wall Flask Code: FLASK-6630</p> <p>500ml BPA free Not Dishwasher and Microwave safe Presented in a pre-branded box</p>		<p>100</p>
<p>Item 14 Lunch Bags Dublin Cooler - 6 Can Code: CL-AM-88-B</p> <p>23 (w) x 15.5 (d) x 17 (h) cm 600D & cork with PEVA lining padded grey PEVA lining front pocket for vibrant coloured branding adjustable shoulder strap cork bottom panel</p>		<p>100</p>
<p>Item 15 Memory Sticks Okiyo Komorebi Bamboo Memory Stick - Code: USB-7406</p> <p>size 5.5 (l) x 1.5 (w) x 0.5 (h) material Bamboo version 2.0 gift Box 16GB</p>		<p>100</p>



<p>Item 16 Diary Book Alex Varga Auriol A5 Hard Cover Notebook - Code: AV-19004-GD</p> <p>21 (l) x 13 (w) x 1.8 (h) cm PU & Metal hardcover notebook with a gold metal edge 192 cream-coloured lined 100gsm pages pages have gold edging</p>		<p>100</p>
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3. PROVISIONS:

Service provider is required to present samples of the items to FoodBev SETA for approval.

4. DELIVERY DATE: 11 July 2022

5. CRITERIA 1 - COMPLIANCE EVALUATION

The Bidders must submit:

- 5.1 Must be registered on the National Treasury CSD (Central Supplier database) : A full report must be submitted.
- 5.2 Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1, SBD 8 & SBD 9): completed and signed by the duly authorized person.
- 5.3 Tax clearance certificate and Pin.

Failure to submit the above documents will result in the bidder being disqualified.

6. CRITERIA 3: PRICE AND BBBEE

- 6.1. An 80/20 preferential procurement principle applicable for the procurement of goods and services above R30 000 but below R50 million will be utilised for this bid.

The following criteria will be adhered to:

7. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- 7.1 To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 7.2 Not to discuss or make any information available to any member of the public, press or other service provider/consultant or any other unauthorized person(s) except as authorized by the FoodBev SETA;
- 7.3 Not to copy or duplicate any software or documentation for private use;
- 7.4 To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;



- 7.5** General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 7.6** Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 7.7** Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 7.8** The FoodBev SETA reserves the right to discontinue work on any element of the quotation at any given time in consultation with the Senior Manager: Human Resources of the FoodBev SETA, for example the quality of work delivered is poor or the service provider is unduly delaying delivery of service;
- 7.9** The Contract/SLA may be finalized within of one (1) month from for the signature date or before commencement of the work. Bidders must note that FoodBev SETA contracts are vetted by outsourced lawyers therefore it is important to note that it is the responsibility of the bidder to also vet their contract before signing it off.

8. IMPORTANT INFORMATION TO NOTE - GUIDELINES

8.1. Disclosures

- a) Bidder to disclose if they have been subject to proceedings or other arrangements relating to bankruptcy or insolvency

9. Disclaimer

- 9.1.** FBS reserves the right not to appoint a service provider
- 9.2.** Not to appoint a bid that scored the highest points i.e. award a bid, on reasonable and justifiable grounds, to a bidder that did not score the highest points
- 9.3.** Award the contract or any part thereof to one or more service providers
- 9.4.** Reject all bids
- 9.5.** Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 9.6.** Request further information from any bidder after closing date for clarity purposes
- 9.7.** Cancel this RFQ or any part thereof at any time
- 9.8.** Require the shortlisted bidders to make presentations at the venue communicated with the bidder and this presentation will be made by bidder at their own cost
- 9.9.** Points scored will be rounded to 2 decimals

10. Confidentiality

- 10.1.** Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality
- 10.2.** All information pertaining to FBS obtained by the bidder as a result of participation in this RFP is confidential and must not be disclosed without written authorisation from the FBS

11. Miscellaneous

- 11.1.** The service provider should include any additional information deemed useful to the FoodBev SETA in evaluating the proposal.

12. Validity

- 12.1.** The proposal provided to FoodBev SETA in terms of this request for quotations will be valid for a period of 90 days from the date of submission with the exception of the Tax and B-BBEE certificates which must still be valid at the time of award.
- 12.2.** Should there be a need to request extension of the finalization of the award of the bid, the bidders will be duly informed, and the tender/proposal will remain valid except for items mentioned above.

13. Conditions of payment

- 13.1.** No service should be provided to FoodBev SETA before an official purchase order has been issued to the supplier. An invoice supported by all relevant documentation must



be submitted to FoodBev SETA for certification and authorization before payment can be made. Invoices will be payable 30 days after receipt of the invoice and statement.

14. Cost of tendering/ providing quotations

14.1. The bidders shall bear all costs and expenses associated with the preparation and submission of the tender document/proposal. FoodBev SETA shall under no circumstances be responsible and/or liable for any such costs, regardless of, and without limitation to the conduct or outcome of the tendering, evaluation and selection process. The bidder will have no claim against FoodBev SETA where bids are cancelled for whatever reason.

15. Unsuccessful bidders

15.1. Please note FoodBev SETA decision on the selection of the successful bidder is final and FoodBev will not enter into any further correspondence and/or negotiations with any unsuccessful bidder.

16. PROCEDURES FOR SUBMITTING QUATATIONS

16.1. The closing date for proposals is **04 July 2022**

16.2 Suppliers must reach the FoodBev SETA before or on the closing date and time. Bidders must email a soft copy of their proposal to: scm@foodbev.co.za.

Prepared by:

Nozibongo Socishe

Manager: Marketing, Communications and Branding



Signature: _____

Date: 20.06.2022

Approved by:

Pretty Ngwasheng

Senior Manager: Corporate Services



Signature: _____

Date: 20.06.2022

