





7 Wessels Road | Rivonia | 2128



29 June 2022

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 quotationsfor the provision of purchase, brand and supply marketing collaterals.

Closing date of submission
Closing time of submission
Quotes to be e-mailed to
All quotes must be valid for at least
Delivery address for the goods

04 July 2022 11:00 a.m. (Telkom time) scm@foodbev.co.za 30 days 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 Telephone Number: Landline e-mail address to send queries Katleho Mashego 011 253 7300

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:

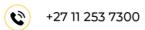






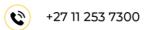
Specification	Picture	Quantities
Item 1: Unisex Dry Fit-Shirt V-Neck with inner contrast neck binding contrast mesh side panels.		30
145g 100% Polyester with moisture management fabric.		
Branding: Full colour embroided Colour: navy Blue		
Item 2:	\cap	30
Dri-Tech Vests	A Y A	
Vests embroided preferably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







Item 4: Tracksuit Raglan long sleeve Side pockets Material: 92%POLYESTER 8%SPANDEX embroided Colour: Navy Blue		30
Item 5: Water Bottles Alpine Water Bottle - 800ml Code: DW-6960 Push-pull colour accented spout. 800ml. BPA free	Keustone Keu	100
Item 6: Aerobics Step screen print Non Slip/Shock Absorbing Surfa Adjustable height Non-slip shock absorbing		30
Item 7: Code: SF-AM-50-B Exercise mats 180 (I) 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		30





Item 8: Trojan Toning set		30
Item 9: Workout Resistance Bands Set Code: SF-AL-48-B		30
Resistance band set Red Band: Heavy resistance Yellow Band: Medium resistance Lime Band: Light resistance Bands: 30 (I) x 5 (w) cm TPE Pouch: 22 (I) x 10 (w) cm polyester		
Item 10: Trojan Anti-Burst Body Ball Height 20.5 Width 10.5 Length 17.5	TROJAN	30
Item 11: PA System Hybrid PA15B Portable Powered Speaker With Wireless Microphone 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.		1







Item 12 Mugs		100
Altos Double-Wall Travel Mug -		
450ml - Black Only		
Code: MUG-800-BL		
stainless steel & PP outer		
PP liner	protx	
0.45L / 18.5 (h)		
BPA free 450ml		
not dishwasher and microwave safe		
Item 13 Flasks		100
Consulate 500ml Double-Wall		100
Flask		
Code: FLASK-6630		
20d2. 1 27.010 0000		
500ml		
BPA free	پ	
Not Dishwasher and Microwave safe	J. H. C.	
Presented in a pre-branded box	9 9	
Tresented in a pre-branded box	E	
Item 14 Lunch Bags	^	100
Dublin Cooler - 6 Can		
Code: CL-AM-88-B		
23 (w) x 15.5 (d) x 17 (h) cm	/ 1	
600D & cork with PEVA lining		
padded grey PEVA lining front		
pocket for vibrant coloured		
branding	OVNAMI® NUTRITION	
adjustable shoulder strap cork		
bottom panel		
Item 15 Memory Sticks		100
Okiyo Komorebi Bamboo Memory		
Stick - Code: USB-7406		
size 5.5 (l) x 1.5 (w) x 0.5 (h)		
	OKINOUS	
material Bamboo	BAMBOO	
	Ser	
version 2.0	W. C.	
gift Box		
1005		
16GB		







Item 16 Diary Book

Alex Varga Auriol A5 Hard Cover Notebook - Code: AV-19004-GD

21 (I) 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



100

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
Hela
Signature:







Date: 20.06.2022