

South African National Accreditation System  
 Libertas Office Park  
 Cnr Libertas and Highway Streets  
 Equestria  
 Pretoria  
 0184

## REQUEST FOR QUOTATION



### PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

<b>DATE OF ISSUE:</b>	<b>01 December 2022</b>	<b>REQUISITION NUMBER</b>	<b>REQ0004647</b>
<b>CLOSING DATE:</b>	<b>08 December 2022</b>	<b>CLOSING TIME:</b>	<b>11:00</b>
<b>QUOTE VALIDITY:</b>	<b>60 days from the date the RFQ closed</b>	<b>Submissions and enquires to be made to:</b>	<b>Ms Nkhesani Mathebula</b> <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> <b>012 740 8536</b>

### 1. PRODUCT /SERVICE DETAILS

Description of goods / services: Supply and delivery of Branded Promotional materials		Quantity required																		
1	<b>Branded Folded Bluetooth headphones (background noise cancelling)</b> <b>Description:</b> An elegant/ good quality and comfortable set of on-ear headphones with distinct sound quality. Perfect for hands-free voice or video calls, Pad print branding, Type: Closed Dynamic Driver size: 30mm, Charge time: +2hours, playback time: 4 - 6 hours, Charge method: Type-C Bluetooth version: 5.	100																		
2	<b>Branded Slim 4000mAh Power Bank</b> <b>Description:</b> 11 (l) x 6.8 (w) x 1 (h) cm, Branding: Laser engraving / Debossing branding, lithium polymer battery, includes 2-in-1 micro cable, Capacity: 4000MAH, Input current: DC5V-500mA, Output current: Dc5V-1A.	100																		
3	<b>Branded USB office desk fan</b> <b>Description:</b> Screen print branding, free standing USB office mini desk fan Angle adjustable on/off metal laptop PC USB cooling. Fan for desktop. USB mini metal fan. Aluminium blade, diameter 100mm. Fan guard diameter: 135mm. Power source plug: USB. With on/off switch – simple and easy to operate. Power consumption: 2.0+/- 0.25W. Operated by 5V DC. 2700RPM (evolution per minute). Portable – lightweight and easy to move	100																		
4	<b>Unisex- Branded golf shirts</b> Description: 200g/m2, 100% cotton pique knit. Branding: Embroidery branding. Colour: White	100																		
	<table><tr><th>Sizes</th><th>Quantity</th></tr><tr><td>Extra small</td><td>3</td></tr><tr><td>Small</td><td>5</td></tr><tr><td>Medium</td><td>10</td></tr><tr><td>Large</td><td>30</td></tr><tr><td>X Large</td><td>30</td></tr><tr><td>XX Large</td><td>15</td></tr><tr><td>XXX Large</td><td>10</td></tr><tr><td></td><td></td></tr></table>		Sizes	Quantity	Extra small	3	Small	5	Medium	10	Large	30	X Large	30	XX Large	15	XXX Large	10		
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5	<b>Unisex Branded Sun visor cap</b> <b>Description:</b> Brushed Cotton Twill (100%). Pre-Curved Peak. Self-Fabric on Velcro Strap. Branding: Embroidery	100																		
6	<b>Branded satin tie and matching pocket square</b> <b>Description:</b> Material: 100% Polyester. Branding: Screen print	100																		
7	<b>Branded ladies’ scarf - satin silk scarf</b> <b>Description:</b> Material: 100% Polyester. Scarf Size: 90cm x 90cm. Branding: Screen print	100																		
8	<b>Branded unisex soft leather moon bag (bum waist bag)</b> <b>Description:</b> Material: Leather. Waist Belt Length: Approx. 43-73cm/ 16.93-28.74" Bag Main Body Size: Approx. 17x10x12cm/ 6.69x3.94x4.72". This soft leather bum waist bag must 7 zipped compartments lined in black. A smart rear zipper pocket, offering ultimate security protection when strapped around the waist from thieving hands in a crowd. Adjustable strong nylon webbing waist strap with quick release buckle. Branding: Embossed. Colour: Black/Brown	100																		
9	<b>Branded unisex bandana</b> <b>Description:</b> Material: 100% Cotton Twill. Size: 55cm (w) x 55cm (l). Branding: Embroidery	100																		
10	<b>Branded reversable umbrella</b> <b>Description:</b> 8 panel. 210T pongee material reversible umbrella. Windproof. Manual opening fibreglass frame with black hook handle. Branding: screen print.	100																		

11	<b>Branded 2L Water Bottle with Motivational Time Markers</b> Description: Material: 100% BPA. Flip Top Lid: The lid and the cup must be connected to prevent the lid from falling during exercise or walking. Wide-mouth design for easy to clean and fill with ice cubes or to infuse with fruits. With Straw: This must be conducive to any sports, running, walking or office environment. Must be a Silicone material that is durable, soft and safe for humans. Must have Time Marker: to remind people who are always too busy and forget to rehydrate the body in time. Weight: 0.9kg. Size: 30 x 11cm. Capacity: 2000ml. Temperature Resistance: 0 to 50 Degrees Celsius. Branding: screen print	100
12	<b>Branded unisex Flexi Muscles - Sport Sweatbands</b> <b>Description:</b> - 71% nylon, 22% polyester, 7% elastane head band. Branding: Embroidery	100
13	<b>Branded drawstring bag with front zipper pocket</b> <b>Description:</b> 210D / 33 ( w ) x 44 ( h ). The main compartment uses strings to open wide and close with ease. Front zippered pocket. Branding: screen print	100
14	<b>Branded Colour highlighters pens</b> <b>Description:</b> Set of six high-quality, pen-shaped highlighters in trendy pastel colours Colours: Light Lemon, Peach Orange, Mint Green, Blush Pink, Powder Turquoise, Lilac / any other different colours. Universal water-based ink for all kind of papers. Chisel tip for thin and wide lines. Nontoxic ink. Ventilated cap. Branding: Screen print	100
15	<b>Branded Lanyards</b> <b>Description:</b> polyester / 90 ( l ) x 2 ( w ),with lobster hook. Branding: Screen print	100
16	<b>Branded first aid kit in a hard-shell case</b> <b>Description:</b> hard shell case: 17 ( l ) x 13.5 ( w ) x 5.5 ( h ). 1 x PBT bandages. 1 x scissor. 2 x swabs. 1 x tape. 1 x triangle bandage. 6 x safety pins. 4 x alcohol pads. 2 x cleansing wipes. 6 x plasters. 2 x disposable vinyl gloves. 1 x plastic tweezer. 1 x CPR face shield Branding: Screen print	100
17	<b>Branded stress ball</b> Description: PU, 7 dia). Branding: Pad print	100
Expected date of delivery:		7 to 10 working days from date of Purchase Order
Contract or once-off:		Once-off
Technical / Mandatory requirements:		<b>Include pictures of quoted items in the quotation submitted for this request</b>
Other information:		SANAS is seeking to procure GOOD QUALITY and DURABLE branded promotional items. Requirement: These items should be functional rather than random or decorative. All these Branded promotional items must be well made to better communicate positive brand attributes. These must have a strong visual appeal, without being garish, to convey the SANAS Brand in a positive and striking manner.  <b>Note:</b> Supplier must make provisional for presentation of samples for goods quoted for.

**SECTION TO BE COMPLETED BY SUPPLIER****2. SUPPLIER DETAILS**

<b>Supplier name:</b>	
<b>CSD number:</b>	
<b>Contact person:</b>	
<b>Contact number:</b>	
<b>Email:</b>	
<b>VAT number (if applicable):</b>	
<b>Physical address:</b>	

**3. SCM COMPLIANCE REQUIREMENTS (please tick)**

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	

**Certified valid B-BBEE Certificate**

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

**EVALUATION PROCESS**

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements. Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

**4. QUOTATION TERMS & CONDITIONS:**

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

**5. ACKNOWLEDGEMENT AND SUBMISSION:**

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name: .....

Signature: .....

Date: .....