

## REQUEST FOR QUOTATIONS

### THE APPOINTMENT OF A SUITABLY SUPPLIER TO PROVIDE PRINTING OF LETTERHEADS

The Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites you to submit quotations to supply printing of letterheads as follows:

<b>Closing date of submission</b>	04 November 2022
<b>Closing time of submission</b>	11:00 a.m. (Telkom time)
<b>Quotes to be e-mailed to</b>	<a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>
<b>All quotes must be valid for at least</b>	30 days
<b>Delivery address for the goods</b>	7 Wessel Rd, 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:

<b>Queries address to</b>	Lunga Mokoena
<b>Telephone Number: Landline</b>	011 253 7300
<b>e-mail address to send queries</b>	<a href="mailto:Lungam@foodbev.co.za">Lungam@foodbev.co.za</a>

## 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 13 Autumn Street, 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 Education and Training Authorities (SETAs) across the economy mandated to deliver on the National Skills Development Plan (NSDP) outcomes.

## 2. Purpose

FoodBev SETA seeks to appoint a supplier that will provide the printing of Letterheads.

## 3. Specification

The supplier should provide Letterheads as per the following:

Letterhead	Description
Paper type	ZETA linen
Paper Grams	90gsm
Colour	white
Paper size	A4
Special Features	ZETA linen
Quantity	2000

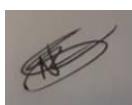
## 5. PROCEDURES FOR SUBMITTING QUATATIONS

5.1. **The closing date for proposals is 04 November 2022 @ 11h00.**

6. 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](mailto:scm@foodbev.co.za). Any queries relating to this request for quotation must be in writing and must be addressed to email: [lungam@foodbev.co.za](mailto:lungam@foodbev.co.za)

## 7. PREPARED BY:

Name: Ntokozo Shezi



Date.....

Signature .....24/10/2022.....

## APPROVED BY:

Name: Llewellyn Van Zyl

Date...24/10/2022.....



Signature ...

