

## REQUEST FOR BID

SUPPLIERS TO FORM PART OF FOUR (4) PANEL MEMBERS OF PROMOTIONAL MATERIAL SERVICE PROVIDERS TO THE HWSETA FOR THE PERIOD OF THREE (3) YEARS DEPENDING ON THE NUMBER OF BIDS RECEIVED WHICH MAY REDUCE OR INCREASE THE NUMBER IN THE PANEL.

<b>CONTRACT NUMBER</b>	<b>HWSETA001/2025</b>
<b>CLOSING DATE</b>	<b>17 January 2025</b>
<b>CLOSING TIME</b>	<b>11h00 AM</b>
<b>LOCATION</b>	<b>HWSETA OFFICES</b>
<b>COMPULSORY BRIEFING SESSION</b>	<b>MS OFFICE TEAMS</b>
<b>DATE</b>	<b>09 December 2024</b>
<b>TIME</b>	<b>10h00 AM</b>

## 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:

DOCUMENT NAME	PAGES
INVITATION TO BID	Pg 4 - 7
SPECIAL CONDITIONS	Pg 9
GENERAL CONDITION	Pg 10 - 13
FORMAT OF BID	Pg 13-15
GENERAL REQUIREMENTS	Pg 16-17
TERMS OF REFERENCE	Pg 18-25
EVALUATION PROCESS	Pg 26 - 29
EVALUATION CRITERIA	Pg 30 -33
PRICING SCHEDULE	Pg 34- 41

GENERAL CONDITIONS OF CONTRACT	ANNEXURE A
DECLARATION OF INTEREST /SBD4	ANNEXURE B
SBD 6.1	ANNEXTURE C
SBD 1	Refer to pages- 6 &7 of this RFB

## ABBREVIATIONS - ACRONYM

ABBREVIATIONS	MEANING
B-BBEE	Broad Based Black Economic Empowerment
CAE	Chief Audit Executive
CIPC	Companies and Intellectual Property Commission
CIPRO	Companies and Intellectual property Registration office
CSD	Central Supplier Database
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprises
GCC	General conditions of contract
IATA	International Air Transport Association
IIA	Institute of Independent Auditors
IP	Intellectual Property
IRBA	The Independent Regulatory Board of Auditors
PPPFA	Preferential Procurement Policy Framework Act
QSE	Qualifying Small Enterprise
RSA	Republic of South Africa
SANAS	South African National Accreditation System
SARS	South African Revenue Services
TSC	Tax Status Compliance
TVET	Technical, Vocational, Education and Training
AGM	Annual General Meeting

## INVITATION TO BID

SUPPLIERS TO FORM PART OF FOUR (4) PANEL MEMBERS OF PROMOTIONAL MATERIAL SERVICE PROVIDERS TO THE HWSETA FOR THE PERIOD OF THREE (3) YEARS DEPENDING ON THE NUMBER OF BIDS RECEIVED WHICH MAY REDUCE OR INCREASE THE NUMBER IN THE PANEL.

**BID NUMBER:** HWSETA001/2025

**CLOSING DATE AND TIME:** 17 January 2025 @ 11h00

**DESCRIPTION:** Suppliers to form part of panel of promotional material service providers to the HWSETA for the period of three (3) years

**VALIDITY:** Offer To Be Valid For 180 Days From The Closing date of the bid.

The successful bidder will be required to fill in and sign a written contract.

BID DOCUMENT may either be placed in the tender box OR couriered to the below address on or before the closing date.

**HWSETA Head Office,  
17 Bradford Road  
Bedfordview  
2007  
Johannesburg**

Bid documents will only be considered if received by the HWSETA before the closing date and time, regardless of the method used to send or deliver such documents to the HWSETA.

**No faxed or e-mailed bids will be accepted**

Bidders should ensure that bids are delivered before the closing date and time to the correct address. If the bid is late, it will not be accepted for consideration and where practicable, be returned unopened to the bidder(s).

<input type="checkbox"/> Bids can be delivered between 09:00 and 15:00, Mondays to Fridays, prior to the closing date, and between 09:00 and 11:00 on the closing date.		
<input type="checkbox"/> All bids must be submitted on the official forms (not to be re-typed)		
<input type="checkbox"/> All bids must be sealed.		
<input type="checkbox"/> This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.		
<input type="checkbox"/> This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.		
<input type="checkbox"/> Bids submitted that do not comply with the following may not be considered for evaluation: <ul style="list-style-type: none"> <li><input type="checkbox"/> A bid that is not in the format prescribed</li> <li><input type="checkbox"/> A bid that is not sealed</li> <li><input type="checkbox"/> A bid without all mandatory required documents.</li> <li><input type="checkbox"/> Pricing schedules not in the required format.</li> </ul>		
<input type="checkbox"/> Shortlisted bidders might be invited to make a presentation to the HWSETA Audit & Risk Committee before a final decision is made to award. The presentation will either be virtual via TEAMS or physically at the <b>HWSETA Head Office situated at 17 Bradford Road, Bedfordview.</b>		

A presentation by shortlisted bidders might be held at the **HWSETA Head Office situated at 17 Bradford Road, Bedfordview.**

Any queries regarding bidding procedures and technical information may be directed to:

<b>Name &amp; Surname</b>	<b>Ntombizodwa Motloung</b>	
<b>Email Address</b>	<b><u><a href="mailto:tenders@hwseta.org.za">tenders@hwseta.org.za</a></u></b>	

**PART A  
INVITATION TO BID**

**SBD 1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	HWSETA001-2025	CLOSING DATE:	17 January 2025	CLOSING TIME:	11H00
DESCRIPTION	SUPPLIER TO FORM PART OF PANEL OF PROMOTIONAL MATERIAL SERVICE PROVIDERS TO THE HWSETA FOR THE PERIOD OF THREE (3) YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
HWSETA HEAD OFFICE, 17 BRADFORD ROAD, BEDFORDVIEW, 2007 JOHANNESBURG					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	NTOMBIZODWA MOTLOUNG		CONTACT PERSON	RULLESKA SINGH	
TELEPHONE NUMBER	(011) 607 6907		TELEPHONE NUMBER	(011) 607 6900	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	TENDERS@HWSETA.ORG.ZA		E-MAIL ADDRESS	RULLESKAS@HWSETA.ORG.ZA	
<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:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<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?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
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 NOT REGISTER AS PER 2.3 BELOW.					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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.
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 PIN 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.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

**CONSENT IN TERMS OF SECTION 11 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013  
("POPIA")**

For the Health and Welfare Sector Education and Training Authority ("HWSETA") to consider

- the bidder's response to the tender advertisement to become a service provider of the HWSETA, it will be necessary for the HWSETA to process certain personal information which the service provider may share with the HWSETA for the purpose of the bid, including personal information.

The HWSETA will process the Service Provider's Personal Information in accordance with its Privacy Policy. Access to your Personal Information and purpose specification: Personal Information will be processed by the HWSETA for purposes of assessing the service provider's submission in relation to the advertised tender and the purposes of assessing current services required by the HWSETA. We may also share the service provider's Personal Information with third parties within the Republic of South Africa, including to carry out verification and background checks. In this regard, the service provider acknowledges that the HWSETA's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent: By [ticking] "Yes" and signing below, you agree and voluntarily consent to the HWSETA's processing of your Personal Information for the purposes of evaluating your bid, including to confirm and verify any information provided in the submission and service provider gives HWSETA permission to do so. The service provider understands that it is free to withdraw its consent on written notice to HWSETA and the service provider agrees that the Personal Information may be disclosed by the HWSETA to third parties. Please note that if you withdraw your consent at any stage, we may be unable to process your bid submission.

<b>Select your response</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Supplier Name</b>			
<b>Date</b>	D	MM	YYYY
<b>Signature</b>			



## SPECIAL CONDITIONS OF CONTRACT

### 1. SPECIAL CONDITION OF CONTRACT

- 1.1 Proper bids for the services specified must be submitted
- 1.2 All 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 relevant Act.
- 1.3 HWSETA reserves the right:
  - 1.3.1 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the PPPFA (Act 5 of 2000) amended.
  - 1.3.2 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
  - 1.3.3 To accept part of a tender rather than the whole tender.
  - 1.3.4 To conduct site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after Adjudication of the Bid.
  - 1.3.5 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
  - 1.3.6 To cancel and /or terminate the tender process at any stage, including after the closing date and/ or after presentations have been made, and or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
  - 1.3.7 Award to multiple bidders based on either size or geographic considerations or service offering.
  - 1.3.8 To award the tender to the second highest point scorer should the highest point scorer fail to deliver or turn down the offer.
- 1.4 The HWSETA reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and request for additional information.

## **2. GENERAL CONDITIONS OF CONTRACT**

- 2.1 The General Conditions of Contract must be accepted.
- 2.2 Any award made to a bidder(s) under this bid is conditional, amongst others, upon-
  - 2.2.1 The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which HWSETA is prepared to enter into a contract with the successful Bidder.
  - 2.2.2 The bidder submitting the General conditions of Contract to the HWSETA together with its bid, duly signed by an authorised representative of the bidder.
  - 2.2.3 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after Adjudication of the Bid.

## **3. ADDITIONAL INFORMATION REQUIREMENTS**

- 3.1 During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.

## **4. CONFIDENTIALITY**

- 4.1 The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
- 4.1 All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding the HWSETA or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the HWSETA.

## **5. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT**

- 5.1 Copyright of all customised/developed documentation relating to this contract belongs to the HWSETA. The successful bidder may not disclose any information, documentation or products to other clients without the written approval of the HWSETA.
- 5.2 All the intellectual property rights arising from the execution of this Agreement relating to any customisation/development for the HWSETA, shall vest in HWSETA who shall be entitled to cede and assign such to the Department of Higher Education and Training and the Service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.
- 5.3 In the event that the service provider would like to use information or data generated by the service, prior written permission must be obtained from HWSETA.
- 5.4 HWSETA shall own all materials produced by the Service provider during the course of, or as part of the service including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts and other information whether capable of being copyrighted or not ("IP") which IP HWSETA shall be entitled to freely cede and assign to the Department of Higher Education and Training.

5.5 The Service provider assigns all IP rights in respect of all materials referred to in clause 5.4 to HWSETA or the Department of Higher Education and Training, as HWSETA directs. No other document needs to be executed to give effect to this cession, assignment or transfer.

5.6 The Service provider hereby irrevocably cedes, assigns and transfers to HWSETA or the Department of Higher Education and Training, as HWSETA directs, all rights, title and interest in and to all IP (which includes, but is not limited to methodologies and products) connected with or applicable to the Services.

5.7 The Service provider acknowledges and agrees that:

5.7.1 Each provision of this clause is separate, and separately enforceable from any other provisions of this agreement.

5.7.2 The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this agreement; and

5.7.3 This contract contains various *stipulatio alteri* in favour of HWSETA or the Department of Higher Education and Training, which rights shall continue in effect after termination of this Agreement, and which rights can be exercised and enforced at any time by HWSETA or the Department of Higher Education and Training.

5.8 Clause 5.7.3 shall survive termination of this agreement.

## **6. PAYMENTS**

6.1 HWSETA will pay the Service provider the Fee as set out in the final contract. No additional amounts will be payable by HWSETA to the Service provider. The Service provider shall from time to time during the currency of the contract invoice HWSETA for services. No payment will be made to the Service provider unless an invoice complying with section 20 VAT Act No 89 of 1991 has been submitted to the HWSETA.

6.2 Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).

6.3 The Service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other moneys required to be paid in terms of applicable law.

## **7.7. NON-COMPLIANCE WITH DELIVERY TERMS**

7.1 As soon as it becomes known to the Service Provider that he will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, the HWSETA must be given immediate written notice to this effect. The HWSETA reserves the right to cancel the contract immediately.

7.2 The HWSETA reserves the right to cancel the contract on non-performance of the service provider.

7.3 The HWSETA reserves the right to cancel the contract should the service provider have in any form misrepresented themselves in the bid, whether fraudulently or otherwise.

## **8. WARRANTS**

8.1 The Service Provider warrants that it can conclude this Agreement to the satisfaction of the HWSETA.

8.2 The Service Provider warrants that it has the necessary skill and capacity to deliver in terms of the TOR and the deliverables as envisaged in this document.

## 9. PARTIES NOT AFFECTED BY WAIVER OR BREACHES

- 9.1 The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
- 9.2 No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

## 10. RETENTION

No agreement to amend or vary a contract, an order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary has been reduced to writing and signed by the contracting parties.

## 11. SUBMITTING BIDS

- 11.1 An **original plus six copies of the bid**, i.e., seven documents in total should be placed in the tender box in the reception area of the HWSETA. Note that all pages must be clearly numbered in sequential order. It is the responsibility of the bidder to ensure that all pages are included in all copies delivered to the HWSETA.

Head Office  
17 Bradford Road  
Bedfordview

**NB: The bid document must clarify if a document is an original. If there is a discrepancy, the original will be regarded as the legally binding proposal.**

- 11.2 Bids should be submitted in a sealed envelope, marked with:

- Bid number: HWSETA001/2025
- Closing date and time **17 January 2025- at 11h00**

- 11.3 Documents submitted on time by bidders shall not be returned.

- 11.4 Unsealed tender documents shall not be accepted.

## 12. LATE BIDS

- 12.1 Late Bids will not be considered under any circumstance. Bids received at the address indicated in the bid documents, after the closing date and time will not be accepted for consideration and where applicable, be returned unopened to the bidder.

Once the box has been officially sealed at 11H00 on the closing date, any subsequent bids are considered late.

### 13. CLARIFICATIONS

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 via e-mail to **Ntombizodwa Motloung** on the following address – [tenders@hwseta.org.za](mailto:tenders@hwseta.org.za)

The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted.

### 14. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders or qualifying any bid conditions will result in the invalidation of such bids.

## FORMAT OF BID

### 15. FORMAT OF BIDS

**Bidders are advised that their proposal should be concise, written in plain English and simply presented.**

15.1 Bidders must complete the necessary bid document. The bid document comprises of the following:

Part 1: HWSETA Invitation to Bid SBD 1 (must be completed and signed)

Part 2: SARS Tax Compliance Status PIN

Part 3: Declaration of interest SBD 4 (completed fully and signed).

Part 4 Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (completed and signed)

Part 5: Pricing schedule (be detailed)

Part 6 Proof of registration as a Service Provider on the National Treasury Central Supplier Database (CSD). (supply a copy of a detailed CSD report with MAAA number).

Part 7 Required evaluation criteria submission documents.

Part 8 General Condition of Contract to be submitted with the bid document.

#### 15.2 PART 1: Invitation to Bid

Bidders must complete and submit the "Invitation to Bid" document and sign it where specified.

#### 15.3 PART 2: SARS Tax PIN (to be obtained from SARS)

15.3.1 A valid SARS Tax status pin must accompany Service Providers proposal. In case of a consortium/ joint venture, or where sub-Service providers are utilised, a valid SARS Tax status pin for each consortium/ joint venture member **and/or sub-contractor** (individual) **must** be submitted. No tender shall be awarded to a bidder who is not tax compliant. HWSETA reserves the right to cancel a contract with a successful bidder if such bidder does not remain tax compliant for the full term of the contract.

#### 15.4 PART 3: Declaration of Interest (Annexure C)

15.4.1 Each party to the bid must complete and submit the Declaration of Interest and sign it.

**Note: The HWSETA prohibits an award to the following persons:**

1. Persons who are in the service of the State.
2. To a natural person, of which any Director, Manager, Principal stakeholder or stakeholder is a person in the service of the State or who is an advisor or consultant contracted with the HWSETA.

15.4.2 Bidders providing false or fraudulent information of documentation shall subject themselves to immediate disqualification.

**15.5 PART 4 Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (Annexure D)**

15.5.1 Bidders must complete and submit the Preference Points Claim Form (Purchases).

15.5.2 for a consortium or joint venture:

- A consolidated B-BBEE certificate must be submitted

**15.6 PART 5: PRICING SCHEDULE**

- Value Added Tax must be included and shown separately.
- All bid prices must be inclusive of 15% value-Added Tax where applicable

The pricing schedule included in the bid document must be completed in full and submitted in Part 5. The bidder may attach any other document to further compliment the pricing schedule.

**15.7 PART 6: PROOF OF CSD REGISTRATION**

A detailed copy of the CSD report together with the MAAA number must be submitted in Part 6.

**15.8 PART 7: EVALUTION CRITERIA EVIDENCE**

All the supporting evaluation criteria supporting documents must be submitted under Part 7 of the proposal

**15.9 PART 8: GENERAL CONDITIONS OF CONTRACT**

The fully initialled (on each page) General Conditions of Contract must be submitted under Part 8 of the Proposal.

**16. PRESENTATIONS**

HWSETA reserves the right to invite bidders to make presentations before the award of the bid as part of the bid process.

**17. NEGOTIATION**

17.1 HWSETA has the right to enter into negotiations with a prospective Service provider regarding any terms and conditions, including price(s), of a proposed contract.

17.2 HWSETA shall not be obliged to accept the lowest of any quotation, offer or proposal.

17.3 All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated person of HWSETA is the CEO who is duly authorised to represent the HWSETA.

## 18. REASONS FOR REJECTION

HWSETA shall reject a proposal for the award of a contract if the following circumstances exist:

18.1 If that bidder, or any of its directors:

18.1.1 Have abused the Supply Chain Management system of HWSETA or any other organisation at any time.

18.1.2 Have committed proven fraud or any other improper conduct in relation to such system.

18.1.3 Have failed to perform on any previous contract and the proof exists.

18.1.4 Have in any form misrepresented themselves in the bid, whether fraudulently or otherwise.

**Such actions shall be communicated to the National Treasury.**

18.2 If the bidder fails to provide detailed costing as required in the pricing schedule.

18.3 If the bidder is prohibited from being awarded a tender in terms of paragraph 15.4

18.4 If the bidder is not registered on the National Treasury Central Supplier Database.

***Note that the list above is not exhaustive, and the HWSETA reserves the right to reject bids for other reasons. HWSETA reserves the right not to adjudicate a bid.***

## GENERAL REQUIREMENTS

### 20. GENERAL REQUIREMENT

#### 20.1 Company Profile

The following information is required to follow the preferential procurement practices of the HWSETA.

##### ***Profile of the Bidder***

Include in the bid:

- B-BBEE certificate (documented proof)
- Company registration
- Corporate profile
- SBD4 form
- References
- CIPRO certificate of ownership
- Registration on the National Treasury Central Supplier Database (CSD)

#### 20.2 Tax Compliance Status

A valid tax compliance status pin from the South African Revenue Service is required.

Bids received from the bidders with a non-compliant tax status may be disqualified with failure to update the Tax status within 7 days.

#### 20.3 Contact Person and Delivery Address for Bids

Having duly read the specifications and noting the requirements which can lead to my/our bid being invalidated for consideration:

I/We \_\_\_\_\_

declare that we can provide a fully comprehensive service, meeting all the requirements specified by the Health and Welfare Sector Education and Training Authority having the full authority to do so by the titleholder.

**Signatory**

**Name and Surname**

**Designation**

**Date**

**Signature**

**TERMS OF REFERENCE FOR BID TO PROVIDE A PANEL OF SERVICE PROVIDERS FOR PROMOTIONAL MATERIAL HWSETA FOR THE PERIOD OF THREE YEARS**

**1. BACKGROUND**

The Health and Welfare Sector Education and Training Authority is a statutory entity established in March 2000. It serves the skills development needs of employers in the health and social development sectors.

One of the key mandates of the organisation is to create awareness around the sectors we serve as well as offering career guidance to learners and jobseekers. This requires a significant amount of branded material and promotional items.

**Specific Requirements**

Item Description	Item Specification	Quantity	Bulk Quantity	Can provide bulk quantity? Yes / No
<b>BRANDING</b>				
<b>Wall Banner</b>	Face Material: Skin – Polyester – Velcro - Washable Frame – Collapsible Aluminium Bag – Polyester Size: Skin – 3m (w) x 2.25m (l) Frame – 3m (w) x 2.25m (l) x 0.3m (d) Bag – 29cm (w) x 85cm (l) x 27cm (d) Colour: Full colour print	1	20	
<b>Gazebo</b>	Material: Skin – Water Resistant Polyester & 600D Frame – Aluminium Bag – Polyester Oxford Toolkit Size: Frame – 2m (w) x 2m (l) Bag – 158cm (l) x 28cm (w) x 28cm (h) Quantity: 20 Colour: Full colour print	1	10	
<b>X Banners</b>	Material: Skin – Polyester Frame – Steel & Fibre Glass Bag – Nylon Size: Skin – 0.8m (w) x 1.8m (l) Frame – 0.8m (w) x 1.8m (l) x 0.87m (d) Bag – 17cm (w) x 123cm (l) Colour: Full colour print	1	40	
<b>Sharkfin double-sides flying banner</b>	Material: Skin – Polyester Warp-Knit Frame – Aluminium Bag – Polyester Oxford Accessories – Fibreglass & Steel Size: Skin – 1.38m (w) x 3.3m (l)	1	40	

Item Description	Item Specification	Quantity	Bulk Quantity	Can provide bulk quantity? Yes / No
	Frame – 3m (l) Bag – 137cm (l) x 18cm (w) Colour: Full colour print			
<b>Value Posters - A2</b>	<ul style="list-style-type: none"> <li>• Size: A2</li> <li>• Material: Transparent Perspex, must include 4 holes drilled in each corner and Aluminium spacers and screws for wall mounting</li> </ul> Full colour print required throughout All artwork to be printed at the rear of the Perspex so that it does not scratch Quantity Required: 98 Posters in total.  The following words to be printed as follows:  14 x Service Excellence 14 x Transformation 14 x Transparency 14 x Integrity 14 x Respect 14 x Fairness 14 x Accountability	1	98	
<b>Flat pack modular exhibition counter</b>	Flat pack modular exhibition counter-conference exhibition tables – steel support structure Dimensions: 1000 x 500 x 1000mm Water resistant countertop Full colour textile print Interchangeable and cold-washable Must Include carry bag Flat packs into a satchel bag HWSETA full colour logo printed in 3 positions	1	20	
<b>Table cloths</b>	Size: 3.2m x 2.2m Colour: Black with HWSETA logo in full colour print Full piece of material-no joints	1	20	
<b>GIVEAWAY</b>				
<b>Recycle Pens (black)</b>	Size: Standard Colour: Black with HWSETA logo in black print – 1 position	1	30000	
<b>Lanyard Pouch</b>	Transparent Plastic Name Badge Holders 105mm W X 170mm H Holes punched at top for connection to lanyard or clip	1	500	
<b>Drawstring Bags Black</b>	Material: 80g/m2 Size: 32cm (w) x 42cm (h) Colour: Black with white stripe - HWSETA logo in white print – 1 position	1	30000	
<b>HWSETA flasks</b>	Thermal Flask Double wall flask Material: Stainless Steel Stay cold for up to 24 hours	1	1000	

Item Description	Item Specification	Quantity	Bulk Quantity	Can provide bulk quantity? Yes / No
	Stay warm for up to 12 hours BPA Free Capacity: 500ml HWSETA full colour logo printed in one position			
<b>AGM fabric bags</b>	L43cm x H31cm x W7cm Fits any laptop or tablet from 13 to 16 inches PVC Laminated water-resistant fabric for extra protection and durability Inside Laptop is foam padded and lined Padded inner compartments YKK zips with all YKK zip pulleys (double) Adjustable webbing sling 1 placement of HWSETA full colour logo	1	300	
<b>Conference Bags</b>	Conference Tote Bag Material: 600D Size: 35.5cm (w) x 7cm (d) x 37cm (h) Branding: White HWSETA logo printed in 1 position Colour of bag: Black/grey	1	5000	
<b>Laptop Bags</b>	L43cm x H31cm x W7cm Fits any laptop or tablet from 13 to 16 inches PVC Laminated water-resistant fabric for extra protection and durability Inside Laptop is foam padded and lined Padded inner compartments YKK zips with all YKK zip pulleys (double) Adjustable webbing sling	1	1000	
<b>AGM golf t-shirts</b>	Black Unisex basic pique golf shirts, regular fit, with HWSETA full colour embroidery on left chest and right sleeve 2 positions Sizes split evenly through order (S,M,L,XL,XXL,XXXL)	1	300	
<b>Black Golf shirts</b>	Black Unisex basic pique golf shirts, regular fit, with HWSETA full colour embroidery on left chest 1 position Sizes split evenly through order (S,M,L,XL,XXL,XXXL)	1	500	
<b>Mandela Day long sleeve t-shirts</b>	Premium Long Sleeve T-Shirt Material: 185gsm - 100% Cotton Size: XS – 3XL Colour: Black with full colour print – 2 positions	1	500	
<b>HWSETA K-way jackets or equivalent</b>	200 x K-Way - K-Lite Down Jackets or equivalent Total Made up of: 130 X Female 70 x Male Sizes to be confirmed 1 x HWSETA logo embroidered on left sleeve in 1 position in grey scale Features of jacket:	1	200	

Item Description	Item Specification	Quantity	Bulk Quantity	Can provide bulk quantity? Yes / No
	<ul style="list-style-type: none"> <li>• Black</li> <li>• K Way</li> <li>• Stitch-through garment design construction.</li> <li>• 600 Fill power - which is related to its insulating ability.</li> <li>• Hypoallergenic quality down prevents allergic reaction.</li> <li>• Drop-in handwarmer pockets.</li> <li>• Uber-lightweight and highly compressible.</li> <li>• Elasticated cuffs and hem for wind protection.</li> <li>• All zips are made by YKK.</li> <li>• Specific Wash care instructions ensures longevity.</li> <li>• Main fabric: 100% Nylon</li> <li>• Fill: 80/20 Duck down</li> <li>• Finish: Cire finish, DWR</li> </ul>			
<b>Long sleeve t-shirts</b>	Premium Long Sleeve T-Shirt Material: 185gsm - 100% Cotton Size: XS – 3XL Colour: Black with full colour print – 2 positions	1	500	
<b>Black winter Beanies</b>	Ribbed Beanie Material: Extra Soft Core Spun Yarn Size: One Size Fits Most Colour: black with HWSETA logo embroidered in grey – 1 position	1	250	
<b>HWSETA Value Mugs</b>	Material: Ceramic Gloss finish Size:300 - 325ml. H: 90mm - 100mm Ø: 80 mm. White exterior Microwave, oven and dishwasher safe Printing: Panoramic full colour	1	200	
<b>HWSETA pencil cases</b>	Material: 600D Size: 320mm (L) x 110mm (W) Colour: Black with HWSETA logo in white print – 1 position	1	20000	
<b>HWSETA Black Leather Notebooks A5</b>	Size: A5 Pages: 250 Stylised PU soft cover Thread-bound book open flat The 100gsm ruled pages Colour: Black Debossed with HWSETA logo	1	5000	
<b>HWSETA Notebooks A5</b>	Size: A5 Pages: 250 Hard cover Thread-bound book open flat The 100gsm ruled pages Colour: Black Debossed with HWSETA logo	1	5000	

Item Description	Item Specification	Quantity	Bulk Quantity	Can provide bulk quantity? Yes / No
<b>A4 corporate folders</b>	Single Gusset Folder: 305 x 215 finished size with inside pocket. Size: A4 folder – 305 x 215mm portrait size to accommodate A4 documents. Printed one side in full colour. Paper: 350gsm coated matt card material. Lamination of outside of folder using matt one sided. 5mm gusset Business card slit. Finishing: Die cut, flap glued down, trimmed to size, and boxed Machine varnish throughout.	1	20000	
<b>A5 Calenders</b>	<b>Leaves/months:</b> 14 x A5 Double sided Full colour Wiro binding at top – holes for wiro binding 250 gsm stock – High Q Matt <b>Backing board:</b> Scored 3 times Wiro binding at top when folded Flat size: 210 x380mm Board –soul 325 gsm	1	500	
<b>A2 desk pads</b>	Size: A2 Landscape Orientation Pages: 12 + Backing board Paper: Magno Matt White 200g - Printed front only <b>Backing board:</b> Hi-Q Duplex Board 350g - Not printed Full colour print throughout one side only Finishing: Trimmed to size, Collated, Glue Padded, Plastic Corners x2 on each side	1	500	
<b>Leather Black Folders A4</b>	Size: A4 Pages: 250 Stylised PU soft cover Thread-bound book open flat The 100gsm ruled pages Colour: Black Debossed with HWSETA logo	1	1000	
<b>Rulers</b>	Material: Plastic Size: 300mm Colour: Black with HWSETA logo in white print – 1 position	1	30000	
<b>Water Bottles Black</b>	Sports Water Bottles Material: Plastic (BPA Free) Colour: Black Capacity: 500ml Branding: 1 x HWSETA logo in white in 1 position (Pad Print)	1	15000	
<b>Water Bottles White</b>	Sports Water Bottles Material: Plastic (BPA Free) Colour: White Capacity: 500ml	1	15000	

Item Description	Item Specification	Quantity	Bulk Quantity	Can provide bulk quantity? Yes / No
	Branding: 1 x HWSETA logo in black in 1 position (Pad Print)			
<b>Lunch bags cooler</b>	8 Can Capacity Quilted Design 600D Heavy - Duty Outer Food Safe Aluminium Foil Lining Front Zipper Pocket Side Mesh Utility Pocket Adjustable Shoulder Strap Waterproof inner Colour: black with HWSETA logo embroidered in grey – 1 position 250mm w x 170mm h x 160mm or closest	1	300	
<b>Stress balls</b>	Material: PU Size: 7cm (l) x 7cm (w) Colour: Red HWSETA Logo: 1 Colour, 1 Position Pad Print	1	1000	
<b>Lanyards</b>	Material: Polyester Size: 900mm (L) x 20mm (W) Colour: Red/grey with HWSETA logo in white print	1	30000	
<b>USB - Swivel type</b>	Material: ABS Body & Metal Bezel Size: 5.4cm (l) x 1.94cm (w) x 1.02cm (h) Capacity: 32GB Colour: Black HWSETA Logo 1 Position Laser Engraving	1	1000	
<b>Power banks</b>	Material: Aluminium Size: 12.3cm (l) x 6.8cm (w) x 1cm (h) Capacity: 4000mAh Colour Red: HWSETA White Logo in 1 Colour, 1 Position Screen Print	1	1000	
<b>HWSETA torches</b>	Required: 10cm Metal LED keyring torch with split ring Must include batteries Colour: Black HWSETA logo in 1 Colour – white in 1 Position	1	2000	
<b>Rechargeable Lights</b>	Rechargeable LED Lantern 1000 lumen 2 Modes: Power-Saver and Ultra-Bright Built-in discharge and overcharge circuits for battery protection USB port to charge mobile phone Onboard power cord and wall-hanging mounts	1	500	
<b>White Trestle table</b>	Heavy-duty blow-moulded polyethene tabletop (HDPE) Fold-in-half with plastic carry handle Size - Item Dimensions: 180cm x 70cm x 74cm Material: Plastic and steel Steady lock	1	20	

Item Description	Item Specification	Quantity	Bulk Quantity	Can provide bulk quantity? Yes / No
	Corrosion-resistant Powder-coated high-grade steel frame and fold-away legs Colour: White or black			
<b>Bubble Wrap Roll</b>	bubble wrap roll provides reliable cushioning and protection  Length: 100 meters Width: 120 centimeters	1	10	
<b>Trolley - Junior Folding Nose</b>	Junior Folding Nose (FNJ) Light weight fold up trolley Telescopic Steel handle Rubber wheels Powder coated finish 300mm W x 1000mm H Wheel Size: 125mm Cap: 75Kg  Size: Load	1	10	
<b>Reusable Dignity pads</b>	MAXI Reusable Sanitary Pads 3 Pack	1	3000	
<b>Dignity pads</b>	Maxi Pads Normal 20's	1	6000	
<b>Mental Health pins</b>	Material: Plastic with Butterfly Clutch Pin Backs Size: 20mm x 20mm Branding: Dome Sticker Colour: full colour – 1 position	1	500	
<b>HWSETA Stickers</b>	Size: 50mm (wide) x 20mm (high) Full colour print Material: white vinyl	1	10000	
<b>Identity Card holder</b>	Material: Plastic - Transparent Size: Card Holder - 5.8cm (w) x 9cm (l) Must have steel split ring Must have hole for steel split ring attachment	1	250	
<b>Boxes</b>	Single-wall cardboard boxes constructed with one layer of fluting glued between two single sheets of cardboard. The boxes must be rigid and should be strong enough to handle weights of up to 10 kg. Required quantity – 250 units (Stock) – Size: 450 mm x 450 mm x 500 mm. Required quantity – 250 units (TVL) – Size: 500 mm x 400 mm x 780 mm.	1	500	
<b>Disability pins</b>	Material: Plastic with Butterfly Clutch Pin Backs Size: 20mm x 20mm Branding: Dome Sticker Colour: full colour – 1 position	1	500	
<b>Caps</b>	5 Panel Cap Material: 100% Polyester Twill Size: Adjustable. One Size Fits Most	1	10000	

Item Description	Item Specification	Quantity	Bulk Quantity	Can provide bulk quantity? Yes / No
	Colour: Black with HWSETA logo in white print – 1 position			
<b>Persona Highlighter</b>	Material: ABS Plastic Size: 9.4cm (l) x 7.7cm (w) x 1.6cm (h) Colour: white with HWSETA logo in black print – 1 position	1	10000	

**Bidders must clearly indicate in the last column whether they can supply all required items in bulk. Bid responses with no answers or blank spaces will not be further considered.**

# EVALUATION PROCESS

## 21 Evaluation Process

### 21.1 COMPLIANCE WITH MINIMUM REQUIREMENTS (Phase 1a)

- 21.1.1 Bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.
- 21.1.2 For first level evaluation (administrative evaluation) bidders will be given a chance to submit the following documents within five (5) failure which they will be eliminated for not complying:
  - 21.1.2.1 Bid document not signed by the bidder.
  - 21.1.2.2 Not submitting six copies and one original bid document
  - 21.1.2.3 Not submitting a completed and signed SBD4 form
  - 21.1.2.4. Not submitting proof of CIPC registration.
  - 21.1.2.5 Not submitting the SBD 1 form
  - 21.1.2.6 Not submitting the SBD 6.1 form
  - 21.1.2.7 Not submitting the General Condition of contract
  - 21.1.2.8 Not submitting proof of company registration on CSD
  - 21.1.2.9 In case of JV/Consortium a valid SARS issued pin code for both companies must be submitted and will be verified

**NOTE: Additional required documents (not for elimination)**

Valid Tax Clearance Certificate and/ or SARS issued pin code for both companies (which will be verified)

### 21.2 FUNCTIONAL EVALUATION (Phase 1b)

- 21.2.1 Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- 21.2.2 Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated- hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 21.2.3 Bidders will not rate themselves but need to ensure that all information is supplied as required. The bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.

### 21.3 FUNCTIONAL EVALUATION CRITERIA (refer to page 30 of the document)

- 21.3.1 The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain- the marks scored for each criterion.
- 21.3.2 The scores will be converted to a percentage and only bidders that have met or exceeded the two minimum threshold of 80% or 75% for functionality will be evaluated and scored in terms of pricing and HWSETA specific goals.
- 21.3.3 Any proposal not meeting the two minimum threshold score of 80% or 75% will be disqualified.

**NB: Failure to meet the set minimum threshold of 80% or 75% on the technical evaluation will result in no further evaluation**

#### 21.4 HWSETA SPECIFIC GOALS (Phase 1c)

For this tenderer will be allocating 20 points for the HWSETA specific goals stated in the table below as may be supported by proof/documentation stated in the condition of this tender.

**Note to the tenders: the tenderer must indicate how they claim the points for each preference point system – Refer to the attached SBD 6.1 form)**

No.	HWSETA SPECIFIC GOALS CLASSIFICATION	DEFINITION	POINT ALLOCATION
1.	Black woman ownership percentage	is a generic term which means African woman, Coloured woman and Indian woman	3
2.	People with disability ownership percentage	people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment.	4
3.	Black youth ownership percentage	persons between the ages of 14 and 35	5
4	QSE/EME	<p>A Qualifying Small Business Enterprise (QSE) in terms of a code of good practise on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act</p> <p>An Exempted Micro Enterprise (EME) in terms of the code of good practise on black economic empowerment issued in terms of section 9(1) of the Broad -Based Black Economic Empowerment Act</p>	5

5.	Black ownership percentage	Is a generic term which means Africans, Coloureds and Indians	3
<b>TOTAL MAXIMUM POINTS</b>		<b>20</b>	

**NB: Points will be allocated based on ownership to the company (main tendering entity). Please attach proof/required documents.**

- **Sworn Affidavit (EME/QSE) or**
- **B-BBEE certificate by SANAS accredited agency**

**Note to tenderers: the tenderer must indicate how they claim points for each preference point system)**

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

HWSETA reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required.

The points scored by a bidder in respect of points indicated above will be added to the points scored for price.

Bidders are requested to complete the various specific goals forms in order to claim points.

Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for specific goal points.

## **21.5. PRICE/FINANCIAL FORMULAR AND POINTS ALLOCATION (Phase 1d)**

The Preferential Procurement Regulations 2022 were gazetted on 4 November 2022 (No.47452) with effect from 16 January 2023. The 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

Price/financial proposals must be submitted in South African rand. HWSETA reserves the right to negotiate rates submitted by bidders. The pricing schedule must include the total bid price for the stated scope of work.

In terms of Regulation 4 of the Preferential Regulations pertaining to the Preferential Procurement Policy Framework Act 2000 (Act 5 of 2000) Preferential Procurement Regulations, 2022 responsive bids will be adjudicated by the state on the 80/20 preference point for Specific goals in terms of which points are awarded to the bidders on the bases of:

- The bidder's price (maximum 80 points)
- Specific goals (maximum 20 points)

The following formula will be used to calculate the points for price in respect of bidders with Rand value up to R50 000 000:

80/20

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

Ps= Points scored for price of tender under consideration;

Pt= Price for tender under consideration; and

Pmin = Price of lowest acceptable tender

A maximum of 80 points may be allocated for price and 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1) (f) of the Act, the contract must be awarded to the tenderer scoring- the highest points.

## 21.6 ADJUDICATION OF BID

HWSETA reserves the right to arrange contracts with more than one contractor.

In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for specific goals. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.

A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

The Board will consider the recommendations of the Bid Adjudication Committee as well as the Tender Standing Committee and 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 on justifiable grounds, or no award at all.

# EVALUATION CRITERIA

The bids will be evaluated on functionality separately first. Bids scoring less than the two thresholds on the functionality will not be considered further in the evaluation and will be disregarded.

Note: The two minimum threshold of 80% and 75% will be applied.

The 80% threshold will apply if:

- Three or more bids achieve a minimum score of 80% and more.

The 75% threshold will apply if:

- Less than three bids score 80% or more.

1. EVALUATION CRITERIA			
1.1 All bidders will be evaluated based on the criteria indicated hereunder:			
CRITERION	MAXIMUM TO BE AWARDED	Specify page number in bid document	
1.Functionality			
<input type="checkbox"/> In house competency The successful bidder must demonstrate that they have the necessary capacity to provide the required service, this must include the following:  (b) Account Manager experience <b>(15)</b>  The bidder must demonstrate that they have the necessary capacity to provide the required service, this must include the following;	15		

<p>Bidders must submit detailed CV's of the account manager which clearly outlines his/her experience in the promotional item industry and the years' of experience in the industry</p> <p><b>Score</b></p> <p><b>0</b> = No CV of account manager is attached <b>or</b> CV of Account Manager indicates experience of less than two years in the promotional items industry.</p> <p><b>07</b> = CV of account manager indicates experience of two to less than five years in the promotional items industry.</p> <p><b>10</b> = CV of account manager indicates experience of five to less than ten years in the promotional items industry.</p> <p><b>15.</b>= CV of account manager indicates experience of ten years or more in the promotional items industry.</p>		
<p>Submit portfolio (samples of work completed) Branded promotional items</p>	<p>30</p>	

<p>Provide a minimum of 3 branded items e.g. black with colour logo from the items listed below. Each qualifying sample will count ten points to a maximum of 30 points. Inferior quality or non-submission will count zero</p> <ul style="list-style-type: none"> <li>• Notebook with logo</li> <li>• Laptop bag with logo</li> <li>• tablecloth with logo</li> <li>• T-shirt with logo</li> <li>• Lanyard with logo</li> <li>• Water bottle with logo</li> <li>• Stress ball with logo</li> <li>• Cap with logo</li> <li>• USB with logo</li> <li>• Pen with logo</li> </ul> <p>Bidder must supply at least three items that have been previously produced by their company (any logo will be accepted)</p>		
<p>Bidders must attach signed reference letters on the client's letterhead with contactable details indicating company's experience in rendering promotional item services.</p> <p><b>0</b> No signed reference letter or 1-2 reference letters indicating experience in industry</p> <p><b>10</b> Bidder attached 3 signed reference letters indicating experience in industry</p> <p><b>15</b> Bidder attached 4-5 signed reference letters indicating experience in industry</p>	<p><b>30</b></p>	

<p><b>20</b> Bidder attached 6-7 signed reference letters indicating experience in industry</p> <p><b>30</b> Bidder attached 8 or more signed reference letters indicating experience in industry</p>		
<p>A Financial Analysis will be conducted on bidder(s) during the evaluation process. As a minimum requirement, the bidder must submit confirmation of its financial soundness to prove that it is a going concern. This could be done through one of the following options:</p> <ul style="list-style-type: none"> <li>(i) audited financial statements signed by the relevant parties; or</li> <li>(ii) proven statistics for the last financial year; or</li> <li>(iii) other form of documentary evidence to that effect; or</li> <li>(iv) through a letter signed by the CEO/ CFO indicating the financial statistics.</li> </ul> <p>The information provided must cover the last full financial year and it must confirm in writing or must prove that the bidders company is a going concern.</p> <p>Non-submission of the required financials or financial information that does not meet the requirements outlined above will score zero.</p>	<p><b>25</b></p>	
<p><b>CRITERION MAXIMUM TO BE AWARDED</b></p>	<p><b>100</b></p>	

## PRICING SCHEDULE

Item Description	Item Specification	Quantity	Bulk Quantity	Unit price (excl VAT)	Bulk price (excl VAT)
<b>BRANDING</b>					
<b>Wall Banner</b>	Face Material: Skin – Polyester – Velcro - Washable Frame – Collapsible Aluminium Bag – Polyester Size: Skin – 3m (w) x 2.25m (l) Frame – 3m (w) x 2.25m (l) x 0.3m (d) Bag – 29cm (w) x 85cm (l) x 27cm (d) Colour: Full colour print	1	20		
<b>Gazebo</b>	Material: Skin – Water Resistant Polyester & 600D Frame – Aluminium Bag – Polyester Oxford Toolkit Size: Frame – 2m (w) x 2m (l) Bag – 158cm (l) x 28cm (w) x 28cm (h) Quantity: 20 Colour: Full colour print	1	10		
<b>X Banners</b>	Material: Skin – Polyester Frame – Steel & Fibre Glass Bag – Nylon Size: Skin – 0.8m (w) x 1.8m (l) Frame – 0.8m (w) x 1.8m (l) x 0.87m (d) Bag – 17cm (w) x 123cm (l) Colour: Full colour print	1	40		
<b>Sharkfin double-sides flying banner</b>	Material: Skin – Polyester Warp-Knit Frame – Aluminium Bag – Polyester Oxford Accessories – Fibreglass & Steel Size: Skin – 1.38m (w) x 3.3m (l) Frame – 3m (l) Bag – 137cm (l) x 18cm (w) Colour: Full colour print	1	40		
<b>Value Posters - A2</b>	<ul style="list-style-type: none"> <li>• Size: A2</li> <li>• Material: Transparent Perspex, must include 4 holes drilled in each corner and Aluminium spacers and screws for wall mounting</li> </ul> Full colour print required throughout All artwork to be printed at the rear of the Perspex so that it does not scratch Quantity Required: 98 Posters in total.  The following words to be printed as follows:  14 x Service Excellence 14 x Transformation 14 x Transparency 14 x Integrity	1	98		

Item Description	Item Specification	Quantity	Bulk Quantity	Unit price (excl VAT)	Bulk price (excl VAT)
	14 x Respect 14 x Fairness 14 x Accountability				
<b>Flat pack modular exhibition counter</b>	Flat pack modular exhibition counter-conference exhibition tables – steel support structure Dimensions: 1000 x 500 x 1000mm Water resistant countertop Full colour textile print Interchangeable and cold-washable Must Include carry bag Flat packs into a satchel bag HWSETA full colour logo printed in 3 positions	1	20		
<b>Table cloths</b>	Size: 3.2m x 2.2m Colour: Black with HWSETA logo in full colour print Full piece of material-no joints	1	20		
<b>GIVEAWAY</b>					
<b>Recycle Pens (black)</b>	Size: Standard Colour: Black with HWSETA logo in black print – 1 position	1	30000		
<b>Lanyard Pouch</b>	Transparent Plastic Name Badge Holders 105mm W X 170mm H Holes punched at top for connection to lanyard or clip	1	500		
<b>Drawstring Bags Black</b>	Material: 80g/m2 Size: 32cm (w) x 42cm (h) Colour: Black with white stripe - HWSETA logo in white print – 1 position	1	30000		
<b>HWSETA flasks</b>	Thermal Flask Double wall flask Material: Stainless Steel Stay cold for up to 24 hours Stay warm for up to 12 hours BPA Free Capacity: 500ml HWSETA full colour logo printed in one position	1	1000		
<b>AGM fabric bags</b>	L43cm x H31cm x W7cm Fits any laptop or tablet from 13 to 16 inches PVC Laminated water-resistant fabric for extra protection and durability Inside Laptop is foam padded and lined Padded inner compartments YKK zips with all YKK zip pulleys (double) Adjustable webbing sling	1	300		

Item Description	Item Specification	Quantity	Bulk Quantity	Unit price (excl VAT)	Bulk price (excl VAT)
	1 placement of HWSETA full colour logo				
<b>Conference Bags</b>	Conference Tote Bag Material: 600D Size: 35.5cm (w) x 7cm (d) x 37cm (h) Branding: White HWSETA logo printed in 1 position Colour of bag: Black/grey	1	5000		
<b>Laptop Bags</b>	L43cm x H31cm x W7cm Fits any laptop or tablet from 13 to 16 inches PVC Laminated water-resistant fabric for extra protection and durability Inside Laptop is foam padded and lined Padded inner compartments YKK zips with all YKK zip pulleys (double) Adjustable webbing sling	1	1000		
<b>AGM golf t-shirts</b>	Black Unisex basic pique golf shirts, regular fit, with HWSETA full colour embroidery on left chest and right sleeve 2 positions Sizes split evenly through order (S,M,L,XL,XXL,XXXL)	1	300		
<b>Black Golf shirts</b>	Black Unisex basic pique golf shirts, regular fit, with HWSETA full colour embroidery on left chest 1 position Sizes split evenly through order (S,M,L,XL,XXL,XXXL)	1	500		
<b>Mandela Day long sleeve t-shirts</b>	Premium Long Sleeve T-Shirt Material: 185gsm - 100% Cotton Size: XS – 3XL Colour: Black with full colour print – 2 positions	1	500		
<b>HWSETA K-way jackets or equivalent</b>	200 x K-Way - K-Lite Down Jackets or equivalent Total Made up of: 130 X Female 70 x Male Sizes to be confirmed 1 x HWSETA logo embroidered on left sleeve in 1 position in grey scale Features of jacket: <ul style="list-style-type: none"> <li>• Black</li> <li>• K Way</li> <li>• Stitch-through garment design construction.</li> <li>• 600 Fill power - which is related to its insulating ability.</li> <li>• Hypoallergenic quality down prevents allergic reaction.</li> </ul>	1	200		

Item Description	Item Specification	Quantity	Bulk Quantity	Unit price (excl VAT)	Bulk price (excl VAT)
	<ul style="list-style-type: none"> <li>• Drop-in handwarmer pockets.</li> <li>• Uber-lightweight and highly compressible.</li> <li>• Elasticated cuffs and hem for wind protection.</li> <li>• All zips are made by YKK.</li> <li>• Specific Wash care instructions ensures longevity.</li> <li>• Main fabric: 100% Nylon</li> <li>• Fill: 80/20 Duck down</li> <li>• Finish: Cire finish, DWR</li> </ul>				
<b>Long sleeve t-shirts</b>	Premium Long Sleeve T-Shirt Material: 185gsm - 100% Cotton Size: XS – 3XL Colour: Black with full colour print – 2 positions	1	500		
<b>Black winter Beanies</b>	Ribbed Beanie Material: Extra Soft Core Spun Yarn Size: One Size Fits Most Colour: black with HWSETA logo embroidered in grey – 1 position	1	250		
<b>HWSETA Value Mugs</b>	Material: Ceramic Gloss finish Size:300 - 325ml. H: 90mm - 100mm Ø: 80 mm. White exterior Microwave, oven and dishwasher safe Printing: Panoramic full colour	1	200		
<b>HWSETA pencil cases</b>	Material: 600D Size: 320mm (L) x 110mm (W) Colour: Black with HWSETA logo in white print – 1 position	1	20000		
<b>HWSETA Black Leather Notebooks A5</b>	Size: A5 Pages: 250 Stylised PU soft cover Thread-bound book open flat The 100gsm ruled pages Colour: Black Debossed with HWSETA logo	1	5000		
<b>HWSETA Notebooks A5</b>	Size: A5 Pages: 250 Hard cover Thread-bound book open flat The 100gsm ruled pages Colour: Black Debossed with HWSETA logo	1	5000		
<b>A4 corporate folders</b>	Single Gusset Folder: 305 x 215 finished size with inside pocket. Size: A4 folder – 305 x 215mm portrait	1	20000		

Item Description	Item Specification	Quantity	Bulk Quantity	Unit price (excl VAT)	Bulk price (excl VAT)
	size to accommodate A4 documents. Printed one side in full colour. Paper: 350gsm coated matt card material. Lamination of outside of folder using matt one sided. 5mm gusset Business card slit. Finishing: Die cut, flap glued down, trimmed to size, and boxed Machine varnish throughout.				
<b>A5 Calenders</b>	<b>Leaves/months:</b> 14 x A5 Double sided Full colour Wiro binding at top – holes for wiro binding 250 gsm stock – High Q Matt <b>Backing board:</b> Scored 3 times Wiro binding at top when folded Flat size: 210 x380mm Board –soul 325 gsm	1	500		
<b>A2 desk pads</b>	Size: A2 Landscape Orientation Pages: 12 + Backing board Paper: Magno Matt White 200g - Printed front only <b>Backing board:</b> Hi-Q Duplex Board 350g - Not printed Full colour print throughout one side only Finishing: Trimmed to size, Collated, Glue Padded, Plastic Corners x2 on each side	1	500		
<b>Leather Black Folders A4</b>	Size: A4 Pages: 250 Stylised PU soft cover Thread-bound book open flat The 100gsm ruled pages Colour: Black Debossed with HWSETA logo	1	1000		
<b>Rulers</b>	Material: Plastic Size: 300mm Colour: Black with HWSETA logo in white print – 1 position	1	30000		
<b>Water Bottles Black</b>	Sports Water Bottles Material: Plastic (BPA Free) Colour: Black Capacity: 500ml Branding: 1 x HWSETA logo in white in 1 position (Pad Print)	1	15000		
<b>Water Bottles White</b>	Sports Water Bottles Material: Plastic (BPA Free) Colour: White Capacity: 500ml	1	15000		

Item Description	Item Specification	Quantity	Bulk Quantity	Unit price (excl VAT)	Bulk price (excl VAT)
	Branding: 1 x HWSETA logo in black in 1 position (Pad Print)				
<b>Lunch bags cooler</b>	8 Can Capacity Quilted Design 600D Heavy - Duty Outer Food Safe Aluminium Foil Lining Front Zipper Pocket Side Mesh Utility Pocket Adjustable Shoulder Strap Waterproof inner Colour: black with HWSETA logo embroidered in grey – 1 position 250mm w x 170mm h x 160mm or closest	1	300		
<b>Stress balls</b>	Material: PU Size: 7cm (l) x 7cm (w) Colour: Red HWSETA Logo: 1 Colour, 1 Position Pad Print	1	1000		
<b>Lanyards</b>	Material: Polyester Size: 900mm (L) x 20mm (W) Colour: Red/grey with HWSETA logo in white print	1	30000		
<b>USB - Swivel type</b>	Material: ABS Body & Metal Bezel Size: 5.4cm (l) x 1.94cm (w) x 1.02cm (h) Capacity: 32GB Colour: Black HWSETA Logo 1 Position Laser Engraving	1	1000		
<b>Power banks</b>	Material: Aluminium Size: 12.3cm (l) x 6.8cm (w) x 1cm (h) Capacity: 4000mAh Colour Red: HWSETA White Logo in 1 Colour, 1 Position Screen Print	1	1000		
<b>HWSETA torches</b>	Required: 10cm Metal LED keyring torch with split ring Must include batteries Colour: Black HWSETA logo in 1 Colour – white in 1 Position	1	2000		
<b>Rechargeable Lights</b>	Rechargeable LED Lantern 1000 lumen 2 Modes: Power-Saver and Ultra-Bright Built-in discharge and overcharge circuits for battery protection USB port to charge mobile phone Onboard power cord and wall-hanging mounts	1	500		

Item Description	Item Specification	Quantity	Bulk Quantity	Unit price (excl VAT)	Bulk price (excl VAT)
<b>White Trestle table</b>	Heavy-duty blow-moulded polyethene tabletop (HDPE) Fold-in-half with plastic carry handle Size - Item Dimensions: 180cm x 70cm x 74cm Material: Plastic and steel Steady lock Corrosion-resistant Powder-coated high-grade steel frame and fold-away legs Colour: White or black	1	20		
<b>Bubble Wrap Roll</b>	bubble wrap roll provides reliable cushioning and protection  Length: 100 meters Width: 120 centimeters	1	10		
<b>Trolley - Junior Folding Nose</b>	Junior Folding Nose (FNJ) Light weight fold up trolley Telescopic Steel handle Rubber wheels Powder coated finish Size: 300mm W x 1000mm H Wheel Size: 125mm Load Cap: 75Kg	1	10		
<b>Reusable Dignity pads</b>	MAXI Reusable Sanitary Pads 3 Pack	1	3000		
<b>Dignity pads</b>	Maxi Pads Normal 20's	1	6000		
<b>Mental Health pins</b>	Material: Plastic with Butterfly Clutch Pin Backs Size: 20mm x 20mm Branding: Dome Sticker Colour: full colour – 1 position	1	500		
<b>HWSETA Stickers</b>	Size: 50mm (wide) x 20mm (high) Full colour print Material: white vinyl	1	10000		
<b>Identity Card holder</b>	Material: Plastic - Transparent Size: Card Holder - 5.8cm (w) x 9cm (l) Must have steel split ring Must have hole for steel split ring attachment	1	250		
<b>Boxes</b>	Single-wall cardboard boxes constructed with one layer of fluting glued between two single sheets of cardboard. The boxes must be rigid and should be strong enough to handle weights of up to 10 kg. Required quantity – 250 units (Stock) – Size: 450 mm x 450 mm x 500 mm.	1	500		

Item Description	Item Specification	Quantity	Bulk Quantity	Unit price (excl VAT)	Bulk price (excl VAT)
	Required quantity – 250 units (TVL) – Size: 500 mm x 400 mm x 780 mm.				
<b>Disability pins</b>	Material: Plastic with Butterfly Clutch Pin Backs Size: 20mm x 20mm Branding: Dome Sticker Colour: full colour – 1 position	1	500		
<b>Caps</b>	5 Panel Cap Material: 100% Polyester Twill Size: Adjustable. One Size Fits Most Colour: Black with HWSETA logo in white print – 1 position	1	10000		
<b>Persona Highlighter</b>	Material: ABS Plastic Size: 9.4cm (l) x 7.7cm (w) x 1.6cm (h) Colour: white with HWSETA logo in black print – 1 position	1	10000		
<b>TOTAL PRICE (excl VAT)</b>					
<b>TOTAL VAT @ 15%</b>					
<b>TOTAL PRICE (incl VAT)</b>					

**Non-submission or Incomplete pricing schedules will lead to disqualification.**