THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

Request for Quotations

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. All quotations must be submitted on e-Tender with complete SBD 4.

Detailed description of the service required	Quantity
SUPPLY, DELIVERY AND BRANDING OF CONFERENCE MATERIAL FOR DELEGATES ATTENDING THE COMMISSION'S WAGE BILL CONFERENCE: 11 TO 12 NOVEMBER 2026 **1. The appointed service provider will be required to supply, deliver and brand the following items:** **1.1 Conference Bag** • **Prestige conference or laptop-style bag.** **Colour** – Black **Size** - 38 (w) X 13 (d) x 34 (h) / 600D open main compartment under flap zippered front pocket adjustable shoulder straps **Materials** – See sample below Etc  **1.2 Pen** • **Premium executive-quality pen.** • **Black ink** **1.3 Diary** • **A5 executive diary.** • **Hard cover.** A5 Tales Custom PU Leather Diary (Semi Padded Cover)	**150**



1.4 Accreditations

A6 (105mm x 148mm)

Full colour one side

Laminated

Hole punch for lanyard

Lanyard to be included (Black colour)

1.5 Conference Programme in a form of a booklet:

- **A4**
- **18 pages, self-cover**
- **Full colour throughout**
- **Finish: Saddle stitch**
- **Stock: Magno Matt White 120gsm or similar**

BRANDING REQUIREMENTS

The service provider shall:

- **Brand all items with the Commission logo.**
- **Ensure that branding is of high quality, durable, and professionally finished.**
- **Submit artwork proofs for approval before production.**
- **Use branding methods appropriate to each item (e.g., embroidery, engraving, screen printing, UV printing, etc.)**
- **Ensure consistency of branding across all items.**

- **The Commission logo and any other branding guidelines will be provided to the successful bidder.**

NB: THE FINAL PRODUCTS TO BE DELIVERED AT THE VENUE OF THE CONFERENCE: PREMIER HOTEL-SPLENDID INN UMHLANGA RIDGE

Evaluation Criteria

- The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.

- **Phase 1:** Adherence to the specifications / Functionality: Evaluation in terms of all items required as per specification is quoted by the bidder.

  - **Only bidders who quoted all items required as per specification will be considered for phase 2.**
  - Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where the brand is provided. Use the information on the table above. Failure to do that may result in the bidder being disqualified.

- **Phase 2**: **Disqualification in Administration Requirements**

  - **Only bidders who submitted quotes according to the below will be considered for phase 3:**

    - Quotes must be submitted on or before the stipulated closing dates.
    - Supplier must be registered on Central Supplier Database (CSD).
    - Bid/quotations submitted **after** closing date will not be considered.

- Phase 3**: Evaluation of** price **and** Specific goals **will be in terms of 80/20 preference point systems**.

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTS FOR PRICE AND SPECIFIC GOALS	100

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such).

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of State)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of verification
Women ownership		**10**	CSD report
Youth ownership		**7**	CSD report
People with Disabilities		**3**	CSD report

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

Validity Period

- The validity period of the Quotation is 90 days from the closing date.

- The Presidency may extend the validity period should the process not be completed within 90 days, and bidders will be consulted to extend the validity. Please note that non-response from the bidder will be regarded as consent to the extension of the validity period, and The Presidency will proceed with evaluating the proposal submitted by the closing date.

Condition on "equivalent" branding:

- If a specification includes a brand name or "equivalent", the bidder must explicitly state the alternative brand name if they choose to supply an equivalent product. If no alternative brand is specified in the bid, the bidder must supply the originally specified brand. The Presidency will not consider non-specified equivalent products.
- The Presidency reserves the right to accept or reject an equivalent brand based on quality. If a proposed alternative brand is rejected for failing to meet quality standards, the bidder will be given an opportunity to supply the originally specified brand; failing which, the bid will be disqualified.

General requirements

- SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/ members of the company who submitting quotes have other related companies as registered on CSD, they should disclose on 2.3.

- Tax matters must be compliant with CSD before final award, if not you will be notified to correct within seven (07) working days failure to do that will result in disqualification.

- Banking details must be verified if not you will be notified to correct within seven (07) working days failure to do that may result in disqualification.

- All items must be priced by bidders. If the bidder fails to assign a price to specific items, it will be considered that those items are offered at no cost (for free).