

BID NUMBER: TENDER-INS/2023/24/0008.

APPOINTMENT OF THE PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVER CORPORATE BRANDED PROMOTIONAL ITEMS/MATERIALS TO INSETA, FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

ANNEXURE A

1. Bidders must complete the pricing template listed below.

Annexure A – SBD3.1 - Pricing Schedule / Proposal – All prices MUST include VAT.

- 1.1 The pricing schedule should be submitted in 3 separate sealed envelopes attached to SBD 3.1.
- 1.2 Pricing should not be reflected in any other part of the proposal or cover thereof.
- 1.3 The following estimated quantities must be used to provide pricing.
- 1.4 The number of meetings stated below is an estimate for evaluation purposes for effective comparative analysis. The final values will be negotiated during the contract negotiation stage.
- 1.5 Price escalations per annum must be kept at a **5.5%** increase.

Item description	Sample - Corporate Gifts/Sets
Omega Eight Gift Set or Equivalent	
Stainless Steel Double-layer vacuum flask with cups or Equivalent	





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<p>Alex Varga Galbulus Gift Set or Equivalent</p>	
<p>Altitude Expert Lanyard Conference Pouch or Equivalent</p>	
<p>Okiyo Chiba Kraft Gift Set or Equivalent</p>	
<p>A4 Folder</p>	
<p>Customize Executives' Gift Sets</p>	







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<p>Bamboo coasters or equivalent</p>	
<p>Pens (available in blue and black ink)</p>	
<p>Wireless Optical Mouse or Equivalent</p>	
<p>Double Wall Tumbler or Equivalent</p>	





Item description	SAMPLES - BAG PACKS / TROLLEY BAGS
<p>Designs Jozi 15.6" Backpack or Equivalent</p>	
<p>Arctic Laptop Trolley Backpack or Equivalent</p>	
Item description	SAMPLE – CLOTHING
<p>Men's Verge Golf Shirt or Equivalent</p> <p>All sizes (XS- XXXXL)</p>	
<p>Sasc Tracksuits Brt Reflect</p> <p>All sizes (XS- XXXXL)</p>	

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<p>Men's Andes Jacket or Equivalent</p> <p>All sizes (XS-XXXXL)</p>	
<p>Classic Hoodie</p> <p>All sizes (XS-XXXXL)</p>	
<p>Men's Razor Golf Shirt or Equivalent</p> <p>All sizes (XS-XXXXL)</p>	
<p>Unisex Super Club 180 T-shirt or Equivalent</p> <p>All sizes (XS-XXXXL)</p>	
<p>Item description</p>	<p>SAMPLE - BANNERS</p>
<p>4450mm x 2250mm Wall banner print</p>	

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<p>850mm x 2200mm Pull-up banner print</p>	
<p>Item description SAMPLE - Technology Products</p>	
<p>32 GB Memory Stick / USB</p>	
<p>Bluetooth Earbuds</p>	
<p>20000mAh Power Bank</p>	
<p>Alex Varga Aramis Wireless Charger Desk Organizer or Equivalent</p>	

Wireless/Bluetooth Headphones	
Bluetooth Speaker	
Safe-Guard Phone Sanitiser & Screen Cleaner	
Swiss Cougar Vilnius 2-In-1 Connector USB Hub or Equivalent	
Item description	SAMPLE – PERSONAL CARE AND PAMPER
Casey 6-Piece Manicure Set	

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<p>Deity Bag Holder & Mirror</p>	
<p>Lip Balm</p>	
<p>Medic Mini First Aid Kit</p>	
<p>Item description</p>	<p>SAMPLES - OUTDOOR MATERIAL OR EQUIPMENT</p>
<p>Director Chairs</p>	
<p>Telescopic Banners/Flags</p>	

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<p>Gazebo 2m X 2m</p>	
<p>5-Piece Braai Set</p>	
<p>Bastille 4-Person Picnic Backpack Cooler or Equivalent</p>	

2 PRICE CONSIDERATION (Phase 3) PRICING SCHEDULE

- 2.1 The service provider must ensure the price quotations include all applicable taxes **(Including VAT)**. Costing must comprise all the relevant services proposed in the bidder submission.
- 2.2 Quotation on company letterhead aligned the items listed below:

Items	Description Unit	Quantity	Unit Price	Year 1	Year 2	Year 3
1	Omega Eight Gift Set or Equivalent	50	R	R	R	R
2	Stainless Steel Double-layer vacuum flask with cups or Equivalent	50	R	R	R	R
3	Alex Varga Galbulus Gift Set or Equivalent	50	R	R	R	R
4	Altitude Expert Lanyard Conference Pouch or Equivalent	50	R	R	R	R
5	Okiyo Chiba Kraft Gift Set or Equivalent	50	R	R	R	R
6	Customize Executives' Gift Sets	50	R	R	R	R
7	A4 Folder	50	R	R	R	R
8	Bamboo coasters or equivalent	50	R	R	R	R
9..	Pens (available in blue and black ink)	50	R	R	R	R
10.	Wireless Optical Mouse or Equivalent	50	R	R	R	R
11.	Double Wall Tumbler or Equivalent	50	R	R	R	R

Items	Description Unit	Quantity	Unit Price	Year 1	Year 2	Year 3
12.	Designs Jozi 15.6" Backpack or Equivalent	50	R	R	R	R
13.	Arctic Laptop Trolley Backpack or Equivalent	50	R	R	R	R
14.	Men's Verge Golf Shirt or Equivalent	50	R	R	R	R
15.	Sasc Tracksuits Brt Reflect	50	R	R	R	R
16.	Men's Andes Jacket or Equivalent	50	R	R	R	R
17.	Classic Hoodie	50	R	R	R	R
18.	Men's Razor Golf Shirt or Equivalent	50	R	R	R	R
19.	Unisex Super Club 180 T-shirt or Equivalent	50	R	R	R	R
20.	4450mm x 2250mm Wall banner print	50	R	R	R	R
21.	850mm x 2200mm Pull-up banner print	50	R	R	R	R
22.	32 GB Memory Stick / USB	50	R	R	R	R
23.	Bluetooth Earbuds	50	R	R	R	R
24.	20000mAh Power Bank	50	R	R	R	R
25.	Alex Varga Aramis Wireless Charger Desk Organiser or Equivalent	50	R	R	R	R

Items	Description Unit	Quantity	Unit Price	Year 1	Year 2	Year 3
26.	Wireless/Bluetooth Headphones	50	R	R	R	R
27.	Bluetooth Speaker	50	R	R	R	R
28.	Safe-Guard Phone Sanitiser & Screen Cleaner	50	R	R	R	R
29.	Swiss Cougar Vilnius 2-In-1 Connector USB Hub or Equivalent	50	R	R	R	R
30.	Casey 6-Piece Manicure Set	50	R	R	R	R
31.	Deity Bag Holder & Mirror	50	R	R	R	R
32.	Lip Balm	50	R	R	R	R
33.	Medic Mini First Aid Kit	50	R	R	R	R
34.	Director Chairs	50	R	R	R	R
35.	Telescopic Banners/Flags	50	R	R	R	R
36.	Gazebo 2m X 2m	50	R	R	R	R
37.	5-Piece Braai Set	50	R	R	R	R
38.	Bastille 4-Person Picnic Backpack Cooler or Equivalent	50	R	R	R	R

Items	Description Unit	Quantity	Unit Price	Year 1	Year 2	Year 3
Sub - Total				R	R	R
VAT @ 15%						
Grand Total						R



3 ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 3.1 No legal or other obligation shall arise between the service provider and INSETA unless/until both parties have signed a formal contract or Service Level Agreement in place.
- 3.2 The Contract site is at INSETA (as and when required).

4 WORKMEN AND SUPERVISION ON-SITE

- 4.1 The service provider shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the contract.

5 CONTRACTUAL OBLIGATION

The bidder will be required to comply with the following:

- 5.1 Signatory to SBD 7.2 contract form with the bidder's approved submission as annexure to the contract.
- 5.2 For each service required the bidder will be required to accept a purchase order.
- 5.3 Compliance with the general conditions of the contract.
- 5.4 Bidders are required to fully comply with the relevant SCM Legislative Framework as well as applicable applications of regulatory prescripts.
- 5.5 In the case of the service provider using sub-contractors, the former will be responsible for ensuring the delivery of services from any such sub-contractor and for making any payments to such sub-contractors.
- 5.6 The successful bidder will be required to have adequate professional indemnity as well as liability insurance in place (**upon parties contracting**).
- 5.7 **Bidders must adhere to the Protection of Personal Information (POPI) Act.**

6 ADJUDICATION USING A POINT SYSTEM

- 6.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 6.2 Preference points shall be calculated after the process has been brought up on a comparative basis taking into account all factors of non-firm prices.
- 6.3 In the event that two or more bids have scored equal points in terms of price and preference points for BBBEE, the successful bid must be the one scoring the highest number of preference points for BBBEE - in terms of PPPFA Act 5 of 2000.
- 6.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for BBBEE, the successful bid must be



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the one scoring the highest score for functionality.

- 6.5** Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

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7 POINTS AWARDED FOR PRICE AND BBBEE PREFERENCE POINT

- (1) The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80 \{1 - (Pt - P \text{ min})\}$$

P min Where:

Ps = Points scored for the comparative price of the bid under Consideration

Pt	=	Comparative price of a bid under consideration
Pmin	=	Comparative price of lowest acceptable bid

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

8 SPECIFIC GOAL POINTS WILL BE AWARDED AS FOLLOWS:

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

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

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)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise with ownership of 80-100% black owned -: Ownership	10	20		
Enterprise with ownership of 80-100% women-owned -: Ownership	10	20		
Enterprise with ownership of 50-79% black owned -: Ownership	9	18		
Enterprise with ownership 50-79% women-owned -: Ownership	9	18		
Enterprise with ownership of less than 50% black owned or women-owned -: Ownership	6	14		

Note: Evidence to be submitted by Emerging Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) – sworn affidavit (DTI or CIPC Template, Generic entities – SANAS accreditation.

8.1 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.

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- 8.2** The organ of the state reserves the right to require 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 by the organ of state.
- 8.3** Bidders who qualify as EMEs and QSEs in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offense.
- 8.4** Bidders other than EMEs or QSEs must submit their original and valid B-BBEE status level verification certificate and BBBEE Scorecard, substantiating their B-BBEE rating and black ownership issued by SANAS.
- 8.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

8.6 Consortium

- 8.1.1** A consortium is an association of two or more individuals, companies, organisations, or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources to achieve a common goal.
- 8.1.2** A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavor, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.
- 8.1.3** In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to an RFQ/Bid process is such that the lead partner is identified, and the following requirements are required as follows:

8.1.3.1 Lead Partner

- 8.1.3.1.1 All administrative documents (consortium agreement between the lead partner and the partner)
- 8.1.3.1.2 Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfills the requirements of the bid through a combination of skills)

8.1.3.2 Partner

- 8.1.3.2.1 Proof of CSD registration.
- 8.1.3.2.2 Tax Pin.
- 8.1.3.2.3 BBBEE Sworn-Affidavit.
- 8.1.3.2.4 SBD 4

- 8.1.4** It should be taken into cognizance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBBEE

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status in order to align with the specific goals required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

8.1.5 It is important that in a consortium, each team member retains their identity.

8.7 A joint venture

8.7.1 A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks, and shared governance.

8.8 Unincorporated joint venture:

8.8.1 All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others.

- SBD 4
- SBD 6
- Tax pin
- CSD registration.
- The JV agreement will direct which bank account of the two entities will be used.
- Consolidated Joint BBBEE Certificate.

8.9 Incorporated joint venture

8.9.1 This is aligned to a registered entity or company. A registered entity/ company with a consolidated BBBEE certificate and a bank account in the name of the Joint venture.

The required compliance documents must be completed by the entity/ company, the name of the joint venture, and the following will be required amongst others.

- 8.9.1.1 SBD 4
- 8.9.1.2 SBD 6
- 8.9.1.3 Tax pin
- 8.9.1.4 CSD registration.
- 8.9.1.5 The JV agreement will direct which bank account of the two entities will be used.
- 8.9.1.6 Consolidated Joint BBBEE Certificate.

9 COMMUNICATION

9.1 Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of the BID process, between the closing date and the date of the award of the business.

9.2 All enquiries relating to this BID should be emailed **three days before the closing date.**



10 CONDITIONS TO BE OBSERVED WHEN BIDDING

- 10.1** The organization does not bind itself to accept the lowest or any BID, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his BID submission. The organization also reserves the right to withdraw or cancel the BID at any stage.
- 10.2** No BID shall be deemed to have been accepted unless and until a formal contract/letter of award is prepared and executed.
The competitive shall remain open for acceptance by the Organization for a period of **120 days** from the closing date of the BID Enquiry.

11 INSETA reserves the right to:

- 11.1** Not evaluate and award a bid that does not comply strictly with this BID document.
- 11.2** Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of the preferred bidders(s) based on the criteria specified in the terms of reference.
- 11.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the BID shall be sought, offered, or permitted.
- 11.4** Cancel this BID at any time as prescribed in the PPPFA.
- 11.5** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of cost-effectiveness and the principle of value for money not necessarily on the basis of the lowest costs.

12 COST OF BIDDING

- 12.1** The bidder shall bear all costs and expenses associated with the preparation and submission of its BID submission and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

13 NOTE TO BIDDERS:

- 13.1** Due diligence to be conducted by INSETA prior to the award of the contract – where applicable.

END OF DOCUMENT