

BID NUMBER: TENDER-INS/2023/24/005

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>	

Board Members: Ms. V. Pearson (Organised Employer), Ms. L. van der Merwe (Organised Employer), Ms. Z. Motsa (Organised Employer), Mr. K.A.A. Sungay (Organised Employer), Mr. M. Soobramoney (Organised Labour), Mr. J.J.M. Mabena (Organised Labour), Ms. S.A. Anders (Organised Labour), Mr. C.B. Botha (Organised Labour), Ms. S.T. Dinyake (Organised Labour), Ms. N.B. Jonas (Organised Labour),

Ms. F. Mabaso (Professional Bodies), Mr. S.M. Mpuru (Professional Bodies)

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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>	

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

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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</p>	<p>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>	

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

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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 VAT @ 15%				R	R	R
Grand Total						R

NB: The above prices are for comparative purposes only, and RFQ will be issued to the appointed panel as and when required during the contract period.