



## REQUEST FOR QUOTATIONS

**RFQ NUMBER:** RFQ/SASSETA/2425105/1  
**CLOSING DATE:** 14 August 2024  
**TIME:** 15H00  
**DESCRIPTION:** Procurement of an experienced service provider to provide Events Management services

**COMPULSORY BRIEFING:** Yes  No

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***FOR COMPLETION BY SERVICE PROVIDER:***

**NAME OF BIDDING COMPANY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

**CSD REGISTRATION NUMBER:** MAAA \_\_\_\_\_

**NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.**

**The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA logo may result in legal action.**

***NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigations.***

## **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:

1. Specification
2. Invitation to Quote (SBD 1) (requires the attachment of proof of authority)
3. Pricing Schedule (SBD 3.1)
4. Bidder's Disclosure (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
6. Documents required for claiming Specific Goals
7. Submission Checklist
8. General Conditions of contract (GCC) (Annexure A)

## **NB.: DOCUMENT SUBMISSION**

**Bidders are to complete and submit all Standard Bidding Documents (SBD) forms mentioned above from bullet 2 to 5.**

**Bidders must be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with their CSD registration number.**

# 1. SPECIFICATION

## 1.1. INTRODUCTION AND BACKGROUND

1.1.1. The Safety and Security Sector Education and Training Authority (SASSETA) was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA’s licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.



## 1.2. PURPOSE






1.2.1. SASSETA’s requirement is to procure the service of an experienced service provider to provide hired equipment, gifts, décor, and branding items for the SASSETA corporate event.







## 1.3. SCOPE OF WORK AND REQUIRED DELIVERABLES








1.3.1. The marketing and communications department holds internal and external events from time to time and requires the services of the service provider to provide hired equipment, gifts, décor, and branding items as and when it is needed from date appointment until 31 March 2025.








1.3.2. The successful events management company to undertake the following:






No	Item	Quantity	Specifications	Picture
1	Snacks gift hamper	1	<ul style="list-style-type: none"> <li>• Montague mixed dried fruits – 250g,</li> <li>• Simba peanuts &amp; raisins – 150g,</li> <li>• Woolworths <u>Original Sliced Beef Biltong</u> 400 g,</li> <li>• Beigel &amp; Beigel pretzel sticks – 150g,</li> <li>• Simba potato chips – 120g,</li> <li>• Lindt Lindor milk chocolate truffles box – 200g</li> <li>• Non-alcoholic wine – JC Le Roux La Domaine 750ml.</li> </ul>	
2	Sweet fruit basket	1	3 pieces of each: <ul style="list-style-type: none"> <li>• Fresh apples</li> <li>• oranges</li> <li>• banana</li> <li>• peaches</li> <li>• 1 x pineapple</li> <li>• Nomu hot chocolate – 10 x 30g sachets</li> <li>• Sir Juice 2L cranberry juice.</li> </ul>	

3	Fresh sympathy wreath arrangement	1	Fresh white Oriental Lillies coffin spray		
4	Fresh flower bouquet	1	Fresh mixed flower arrangement in a clear glass vase (25 - 33 cm high) with a diameter of 15cm		
5	Small fresh flower arrangement	1	Fresh mixed flower arrangement in a clear glass vase (150mm high) with a diameter of 15cm		
6	Fresh flower arrangement in a Lana planter with a stand	1	<p>Lana Planter with stand–white Stand</p> <ul style="list-style-type: none"> <li>• Material: Iron</li> <li>• Colour: Black</li> <li>• Weight: 100g</li> <li>• Dimensions: 76cm (H) x 22cm (W)</li> </ul> <p>Vase</p> <ul style="list-style-type: none"> <li>• Colour: White</li> <li>• Size: 22cm x 22cm</li> <li>• Fresh mixed flowers</li> </ul>		
7	Wrapped fresh bunch of flowers	1	Fresh mixed medium-sized flower arrangement wrapped in cellophane and tied with raffia/ribbon		






8	Branded large wax candles (floor-standing)	1	Length 1200cm Round white candle	
9	Individually packaged cupcakes	1	Standard cupcake size in these flavours: <ul style="list-style-type: none"> <li>• Vanilla</li> <li>• Red velvet</li> <li>• Chocolate</li> <li>• Carrot</li> </ul> Buttercream icing and fondant icing	
10	South African desk flags with stands	1	<ul style="list-style-type: none"> <li>• Material: 100% polyester flag fabric</li> <li>• Size: 21cm (w) x 13.5cm (l) desk flag</li> <li>• Print 90% shine through</li> <li>• Full-colour print</li> <li>• Stand - Plastic single desk base</li> </ul>	
11	South African ceremonial flags with stand (for indoor display)	1	<ul style="list-style-type: none"> <li>• Material 100% polyester flag fabric</li> <li>• Size: 2700mm x 1800mm ceremonial Flag</li> <li>• Print 90% shine through</li> <li>• Full-colour print</li> </ul>	
12	SASSETA ceremonial flags with stand (for indoor display)	1	<ul style="list-style-type: none"> <li>• Material 100% polyester flag fabric</li> <li>• Size: 2700mm x 1800mm ceremonial Flag</li> <li>• Print 90% shine through</li> <li>• Branding: SASSETA Logo</li> <li>• Full-colour print</li> </ul>	
13	Lindt chocolates	1	Lindt Lindor milk chocolate truffles box – 200g	









14	Ferrero Rocher chocolates	1	Box 200g Ferrero Rocher chocolates	
15	Marshmallow easter eggs	1	Box (x36) Beacon marshmallow easter eggs (milk chocolate)	
16	Easter treats wrapped in a box	1	<ul style="list-style-type: none"> <li>• 3x Beacon marshmallow easter eggs</li> <li>• 3x Beacon hen's eggs</li> <li>• 3x Fantastical multi-coloured eggs</li> </ul>	
17	Small SASSETA branded gift bags of assorted colours	1	<ul style="list-style-type: none"> <li>• Small gift bag</li> <li>• A5 Size: 200 x 150 x 80mm</li> <li>• Paper twist handles</li> <li>• 135gsm matt paper (SASSETA branded)</li> </ul>	
18	Medium SASSETA branded gift bags of assorted colours	1	<ul style="list-style-type: none"> <li>• Medium gift bag</li> <li>• A4 Size: 300 x 250 x 100mm</li> <li>• Paper twist handles</li> <li>• 135gsm matt paper (SASSETA branded)</li> </ul>	
19	Large SASSETA branded gift bags of assorted colours	1	<ul style="list-style-type: none"> <li>• Large gift bag</li> <li>• A3 Size: 400 x 300 x 170mm</li> <li>• Paper twist handles</li> <li>• 135gsm matt paper (SASSETA branded)</li> </ul>	
20	Small gift box	1	Size: 170 x 110x 60mm	


21	Medium gift box	1	Size: 266 x 172 x 78mm	
22	Large gift box	1	Size: 340 x 220 x 115mm	
23.	SASSETA Branded ribbon	1	Polyester Satin 20mm thick,5m long roll	
24.	Branded placards	1	Box-shaped Correx Photo Frame Prop Size: 297m x 420m	
25.	Trestle stand wood stand	1	Size: 800mm	
26	Heart-shaped balloon (inflated with helium)	1	Size: 1200cm x 1200cm	
27	Set of 5pcs one size heart shaped balloon (inflated with helium) with a stand	1	Set of 5pcs one size inflated with helium heart-shaped balloon with a stand. Refer to the attached picture.	

28	Bubble bean bunched helium balloons – 10 pieces	1	Set of 10 pcs of bubble bean bunched helium balloons. Refer to the attached picture.	
29	Hanging balloons (inflated with helium)	1	12pcs of inflated hanging balloons (various colours)	
30	Balloon backdrop frame with a message (SASSETA to provide a message)	1	Set of balloons backdrop frame with a message (SASSETA to provide a message)	
31	Certificate Frame A4 – Black and Grey	1	<ul style="list-style-type: none"> <li>• Black Frame</li> <li>• Grey and Black mount board inner</li> <li>• Perspex and Backing</li> <li>• Size: A4</li> <li>• Frame: 40mm wide</li> <li>• Measurements 455mm x 565mm</li> </ul>	
32	Metallic Steel Frame	1	<ul style="list-style-type: none"> <li>• Metallica Steel Frame</li> <li>• Board inner</li> <li>• Perspex and Backing</li> <li>• Size: A0</li> <li>• Frame: 40mm wide</li> <li>• Measurements: 841mm x 1189mm</li> </ul>	



33	Metallic Steel Frame	1	<ul style="list-style-type: none"> <li>• Metallica Steel Frame</li> <li>• Board inner</li> <li>• Perspex and Backing</li> <li>• Size: A1</li> <li>• Frame: 40mm wide</li> <li>• Measurements: 594mm x 841mm</li> </ul>	
34	Metallic Steel Frame	1	<ul style="list-style-type: none"> <li>• Metallica Steel Frame</li> <li>• Board inner</li> <li>• Perspex and Backing</li> <li>• Size: A2</li> <li>• Frame: 40mm wide</li> <li>• Measurements: 420mm x 594mm</li> </ul>	
35	Metallic Steel Frame	1	<ul style="list-style-type: none"> <li>• Metallica Steel Frame</li> <li>• Board inner</li> <li>• Perspex and Backing</li> <li>• Size: A3</li> <li>• Frame: 40mm wide</li> <li>• Measurements: 297mm x 420mm</li> </ul>	
36	Metallic Steel Frame	1	<ul style="list-style-type: none"> <li>• Metallica Steel Frame</li> <li>• Board inner</li> <li>• Perspex and Backing</li> <li>• Size: A4</li> <li>• Frame: 40mm wide</li> <li>• Measurements: 210mm x 297mm</li> </ul>	
<b>Equipment's for hire</b>				
37	Small round glass table	1	80cm – silver legs	

38	Trestle folding table	1	Size: 1800mm wide x 760mm deep x 740mm high	
39	Stretch trestle tablecloth - black	1	Black - refer to the attached picture.	
40	Stretch trestle tablecloth - white	1	White – refer to the attached picture.	
41	Sound system	1	Sound system and DJ for 5hrs	
42	Waterproof stretch tent	1	Size; 7m x 12m	
43	Heavy-duty waterproof frame tent	1	Size: 7m x 12m	
44	White folding Wimbledon chair	1	<ul style="list-style-type: none"> <li>• Dimensions: W47 x L54 x H88cm.</li> <li>• Maximum load weight: 130kg</li> </ul>	
45	Clear Acrylic Lectern Podium	1	<ul style="list-style-type: none"> <li>• Reading Surface: 50cm x 45cm.</li> <li>• Length 1200cm.</li> <li>• Lightweight Thick Plexiglass.</li> </ul>	

46	Terrace Leisure Cantilever Umbrella	1	<ul style="list-style-type: none"> <li>• Frame: Powder-coated steel</li> <li>• Material and Grammage: Canopy made from 180g polyester.</li> <li>• Waterproof: PA coating to assist with water resistance</li> <li>• Style: Cantilever umbrella</li> <li>• Size: 3m</li> <li>• Colour: Beige</li> <li>• Weight 11.2 KG</li> <li>• Dimension: 3,000mm(L) x 3,000mm(W) x 2,450mm(H)</li> </ul>	
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#### 1.4. REQUIRED DELIVERABLES

1.4.1. The service provider will be required to deliver items as and when it is needed.

#### 1.5. PRICING

1.5.1. Service Providers are requested to provide an all-inclusive cost of this project assignment on SBD 3.1

1.5.2. Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates.
- Book only economy-class flights
- Book Group A hire cars, otherwise, Group B are to be used for Service Providers outside of Gauteng.
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when travelling to and from the airport.
- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ three (3) Star per night per person (including dinner, breakfast, and parking).
- Submit all applicable invoices/receipts for the travel undertaken and a google map of the trip where travel by private car was undertaken for payment.
- All travel to be approved by SASSETA before being undertaken.

#### 1.6. ACCOUNTABILITY AND REPORTING

1.6.1. The service provider will report directly to Marketing and Communications for the duration of the contract.

## **1.7. CONDITIONS OF CONTRACT (GCC) (ANNEXURE A)**

- 1.7.1. Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit with their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

## **1.8. INTELLECTUAL PROPERTY**

- 1.8.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analyzed, will be the confidential information for utilization by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

## **1.9. PROTECTION OF PERSONAL INFORMATION ACT**

- 1.9.1. All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:
- 1.9.2. All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.
- 1.9.3. The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.
- 1.9.4. SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.
- 1.9.5. SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

#### 1.10. CONDITIONS FOR SELECTION/SHORTLISTING

- (a) Price quoted to be valid for ninety (90) days from the closing date of RFQ.
- (b) The quotations are to be submitted in PDF Format.**
- (c) The quotation to include the National Treasury Central Supplier Database (CSD) Supplier Number (MAAA .....**)
- (d) Price quoted must be firm and must be inclusive of VAT.
- (e) A firm delivery period/date must be indicated.
- (f) Fully signed and completed SBD 1, 3.1, 4, 6.1, to be submitted with the proposal.
- (g) Quotations will be evaluated on:
  - Submission of mandatory documents,
  - Functionality requirements above,
  - meeting the specifications issued by the SASSETA,
  - the 80/20 preference point system for the rand value up to R1 000 000.00. 80 points will be allocated to price and 20 points will be allocated to specific goals.

**SASSETA issues this bids invitation in good faith; however, it reserves the right to:**

- Cancel the Purchase Order or delay the selection process at any time, without explanation,
- Not to select any of the respondents to this bid invitation, without explanation,
- Exclude certain services, without explanation,
- Enter negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract, and
- Not to accept the lowest of any quotation, offer, or bid.

#### 1.11. ADDRESS WHERE QUOTATIONS ARE TO BE SENT

The quotation and all supporting documents are to be submitted no later than **(14 August 2024)** at **(15H00)** on the letterhead of your business and to be emailed to **(ftutshana@sassetta.org.za)**

## PART A - INVITATION TO QUOTE

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFQ/SASSETA/2425105/1	CLOSING DATE:	14 August 2024	CLOSING TIME:	15H00
DESCRIPTION	Procurement of an experienced service provider to provide Event Management services				
<b>BID RESPONSE DOCUMENTS MAY BE SENT TO:</b>					
ftutshana@sasseta.org.za					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Funeka Tutshana		CONTACT PERSON	Funeka Tutshana	
E-MAIL ADDRESS	ftutshana@sasseta.org.za		E-MAIL ADDRESS	ftutshana@sasseta.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
<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
<b>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.</b>					

**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, 2022, 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 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.**

**NAME OF SIGNATORY** .....

**SIGNATURE OF BIDDER:** .....

**N/B.:** If a Company has one director as listed on CSD, the one Director **MUST** sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

**N/B.:** If the Company has more than one Director as listed on CSD, a signed Company Resolution must be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....  
(Proof of authority must be submitted e.g., company resolution)

**DATE:** .....

**PRICING SCHEDULE**  
**(Purchases)**  
**FIRM PRICES**

NAME OF BIDDER: .....

BID NO.: RFQ/SASSETA/2425105/1

CLOSING TIME: 15H00

CLOSING DATE: 14 August 2024

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.**

**Bidders MUST complete these amounts on this document, and it MUST be the same as the total amount on the quotation incl. VAT.**

No	Item	Quantity	Specifications	Price (Inclusive of Vat where applicable)
1	Snacks gift hamper	1	<ul style="list-style-type: none"> <li>• Montague mixed dried fruits – 250g,</li> <li>• Simba peanuts &amp; raisins – 150g,</li> <li>• Woolworths <u>Original Sliced Beef Biltong</u> 400 g,</li> <li>• Beigel &amp; Beigel pretzel sticks – 150g,</li> <li>• Simba potato chips – 120g,</li> <li>• Lindt Lindor milk chocolate truffels box – 200g</li> <li>• Non-alcoholic wine – JC Le Roux La Domaine 750ml.</li> </ul>	
2	Sweet fruit basket	1	3 pieces of each: <ul style="list-style-type: none"> <li>• Fresh apples</li> <li>• oranges</li> <li>• banana</li> <li>• peaches</li> </ul> 1 x pineapple Nomu hot chocolate – 10 x 30g sachets Sir Juice 2L cranberry juice	



3	Fresh sympathy wreath arrangement	1	Fresh white Oriental Lilies coffin spray	
4	Fresh flower bouquet	1	Fresh mixed flower arrangement in a clear glass vase (25 - 33 cm high) with a diameter of 15cm	
5	Small fresh flower arrangement	1	Fresh mixed flower arrangement in a clear glass vase (150mm high) with a diameter of 15cm	
6	Fresh flower arrangement with a vase and a stand	1	Lana Planter with stand–white  Stand <ul style="list-style-type: none"> <li>• Material: Iron</li> <li>• Colour: Black</li> <li>• Weight: 100g</li> <li>• Dimensions: 76cm (H) x 22cm (W)</li> </ul> Vase <ul style="list-style-type: none"> <li>• Colour: White</li> <li>• Size: 22cm x 22cm</li> <li>• Fresh flowers</li> </ul>	
7	Wrapped fresh bunch of flowers	1	Fresh mixed medium-sized flower arrangement wrapped in cellophane and tied with raffia/ribbon	
8	Branded large wax candles (floor standing)	1	Length 1200cm Round white candle	
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12	SASSETA ceremonial flags with stand (for indoor display)	1	<ul style="list-style-type: none"> <li>Material 100% polyester flag fabric</li> <li>Size: 2700mm x 1800mm ceremonial Flag</li> <li>Print 90% shine through</li> <li>Branding: SASSETA Logo</li> <li>Full colour print</li> </ul>	
13	Lindt chocolates	1	Lindt Lindor milk chocolate truffles box – 200g	
14	Ferrero Rocher chocolates	1	Box 200g Ferrero Rocher chocolates	
15	Marshmallow easter eggs	1	Box (x36) Beacon marshmallow easter eggs (milk chocolate)	
16	Easter treats wrapped in a box	1	<ul style="list-style-type: none"> <li>3x Beacon marshmallow easter eggs</li> <li>3x Beacon hen's eggs</li> <li>3x Fantastical multi-coloured eggs</li> </ul>	
17	Small SASSETA branded gift bags of assorted sizes	1	<ul style="list-style-type: none"> <li>Small gift bag</li> <li>A5 Size: 200 x 150 x 80mm</li> <li>Paper twist handles</li> <li>135gsm matt paper (SASSETA branded)</li> </ul>	
18	Medium SASSETA branded gift bags of assorted sizes	1	<ul style="list-style-type: none"> <li>Medium gift bag</li> <li>A4 Size: 300 x 250 x 100mm</li> <li>Paper twist handles</li> <li>135gsm matt paper (SASSETA branded)</li> </ul>	
19	Large SASSETA branded gift bags of assorted sizes	1	<ul style="list-style-type: none"> <li>Large gift bag</li> <li>A3 Size: 400 x 300 x 170mm</li> <li>Paper twist handles</li> <li>135gsm matt paper (SASSETA branded)</li> </ul>	
20	Small gift box	1	Size: 170 x 110 x 60mm	
21	Medium gift box	1	Size: 266 x 172 x 78mm	
22	Large gift box	1	Size: 340 x 220 x 115mm	
23	SASSETA Branded ribbon	1	Polyester Satin 20mm thick, 5m long roll	
24	Branded placards	1	Box-shaped Correx Photo Frame Prop Size: 297mm x 420mm	
25	Trestle wood stand	1	Size: 800mm	
26	Heart-shaped balloon (inflated with helium)	1	Size: 1200mm x 1200mm	
27	Set of heart-shaped balloons (inflated with	1	Set of 5pcs one size inflated with a helium heart-shaped	

	helium) with a stand		balloon with a stand. Refer to the attached picture.	
28	Bubble bean bunched helium balloons – 10 pieces	1	Set of 10 pcs of bubble bean bunched helium balloons. Refer to the attached picture.	
29	Hanging balloons (inflated with helium)	1	12pcs of inflated hanging balloons (various colours)	
30	Set of balloons backdrop frame with a message	1	Set of balloons backdrop frame with a message (SASSETA to provide a message)	
31	Certificate Frame A4 – Black and Grey	1	<ul style="list-style-type: none"> <li>• Black Frame</li> <li>• Grey and Black mount board inner</li> <li>• Perspex and Backing</li> <li>• Size: A4</li> <li>• Frame: 40mm wide</li> <li>• Measurements 455mm x 565mm</li> </ul>	
32	Metallic Steel Frame	1	<ul style="list-style-type: none"> <li>• Metallica Steel Frame</li> <li>• Board inner</li> <li>• Perspex and Backing</li> <li>• Size: A0</li> <li>• Frame: 40mm wide</li> <li>• Measurements: 841mm x 1189mm</li> </ul>	
33	Metallic Steel Frame	1	<ul style="list-style-type: none"> <li>• Metallica Steel Frame</li> <li>• Board inner</li> <li>• Perspex and Backing</li> <li>• Size: A1</li> <li>• Frame: 40mm wide</li> <li>• Measurements: 594mm x 841mm</li> </ul>	
34	Metallic Steel Frame	1	<ul style="list-style-type: none"> <li>• Metallica Steel Frame</li> <li>• Board inner</li> <li>• Perspex and Backing</li> <li>• Size: A2</li> <li>• Frame: 40mm wide</li> <li>• Measurements: 420mm x 594mm</li> </ul>	
35	Metallic Steel Frame	1	<ul style="list-style-type: none"> <li>• Metallica Steel Frame</li> <li>• Board inner</li> <li>• Perspex and Backing</li> <li>• Size: A3</li> <li>• Frame: 40mm wide</li> <li>• Measurements: 297mm x 420mm</li> </ul>	
36	Metallic Steel Frame	1	<ul style="list-style-type: none"> <li>• Metallica Steel Frame</li> <li>• Board inner</li> </ul>	

			<ul style="list-style-type: none"> <li>• Perspex and Backing</li> <li>• Size: A4</li> <li>• Frame: 40mm wide</li> <li>• Measurements: 210mm x 297mm</li> </ul>	
<b>Equipment's for hire</b>				
<b>37</b>	Small round glass table	1	80cm – silver legs	
<b>38</b>	Trestle folding table	1	Size: 1800mm wide x 760mm deep x 740mm high	
<b>39</b>	Stretch trestle tablecloth - black	1	Black - refer to the attached picture.	
<b>40</b>	Stretch trestle tablecloth - white	1	White – refer to the attached picture.	
<b>41</b>	Sound system	1	Sound system and DJ for 5hrs	
<b>42</b>	Waterproof stretch tent	1	Size; 7m x 12m	
<b>43</b>	Heavy duty waterproof frame tent	1	Size: 7m x 12m	
<b>44</b>	White folding Wimbledon chair	1	<ul style="list-style-type: none"> <li>• Dimensions: W47 x L54 x H88cm.</li> <li>• Maximum load weight: 130kg</li> </ul>	
<b>45</b>	Clear Acrylic Lectern Podium	1	<ul style="list-style-type: none"> <li>• Reading Surface: 50cm x 45cm.</li> <li>• Length 1200cm.</li> <li>• Lightweight Thick Plexiglass.</li> </ul>	
<b>46</b>	Terrace Leisure Cantilever Umbrella	1	<ul style="list-style-type: none"> <li>• Frame: Powder-coated steel</li> <li>• Material and Grammage: Canopy made from 180g polyester</li> <li>• Waterproof: PA coating to assist with water resistance</li> <li>• Style: Cantilever umbrella</li> <li>• Size: 3m</li> <li>• Colour: Beige</li> <li>• Weight 11.2 KG</li> <li>• Dimension: 3,000mm(L) x 3,000mm(W) x 2,450mm(H)</li> </ul>	
<b>Delivery to SASSETA Offices</b>				<b>R</b>

**TOTAL PRICE FOR THE SUPPLY AND DELIVERY OF SERVICES R .....**

**Note:** All delivery costs must be included in the price, for delivery at the prescribed destination. All applicable taxes” include value-added tax (VAT), etc.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**(To be signed by a duly Authorised Delegate).**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? **YES/NO**
  - 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below

Full Name	Identity Number	Name of State institution

**N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above**

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3. DECLARATION**

I, the undersigned, (name)

.....  
In submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

<sup>1</sup> Joint venture or Consortium means an association of persons for the purpose of combining their

expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).**



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to quote:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

- 1.3 Points for this quotation (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and  
(b) Specific Goals.

**1.4 To be completed by the organ of state:**

- 1.5 The maximum points for this quotation are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

- 1.7 The organ of state reserves the right to request a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

#### 3.2 POINTS AWARDED FOR SPECIFIC GOALS

3.2.1 In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the quotation.

3.2.2 For the purposes of this quotation, the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

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

**Note to bidders: The Bidder must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
Black People Owned (at least 51%)	10	
Black Women Ownership (at least 30%)	5	
The Promotion of South African owned enterprises	5	
<b>Total Points</b>	<b>20</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

3.3 Name of company/firm.....

3.4 Company registration number: .....

3.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

3.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the quotation, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p><b>SIGNATURE(S) OF BIDDER(S)</b></p> <p><b>SURNAME AND NAME:</b> .....</p> <p><b>DATE:</b> .....</p> <p><b>ADDRESS:</b> .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
---

**DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS**

1. As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:
  - a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
  - b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents
  - c) Certified copy/ies of Identity documents of the Company Directors
  - d) CSD report

**NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).**

**NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigations.**

**SUBMISSION CHECKLIST:**

NO.	DETAILS	TICK BY BIDDER
1.	<b>Part 1:</b> <ul style="list-style-type: none"> <li>• Completed and signed Invitation to Quote (SBD 1)</li> <li>• <b>(To be signed by a duly Authorised Delegate. A Company Resolution signed by all Directors of the Company must be submitted).</b></li> </ul>	
2.	<b>Part 2</b> <ul style="list-style-type: none"> <li>• Completed and signed Pricing Schedule (SBD 3.1)</li> </ul>	
3.	<ul style="list-style-type: none"> <li>• Bidder's quotation on the company's letterheads with all applicable costs and delivery dates</li> <li>• Quotation MUST be in accordance with the specification. Quotation that is inconsistent with the specification will be disqualified.</li> </ul>	
4.	<b>Part 3:</b> <ul style="list-style-type: none"> <li>• Completed and signed Bidder's Disclosure (SBD 4).</li> <li>• <b>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document).</b></li> </ul>	
5.	<b>Part 4:</b> <ul style="list-style-type: none"> <li>• Completed and signed Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).</li> <li>• <b>Not claiming points for each preference point system on SBD 6.1 will lead to specific goal points not being awarded</b></li> </ul>	
6.	<b>Part 5</b> <ul style="list-style-type: none"> <li>• Bidders to submit their National Treasury Central Supplier Database (CSD) registration document.</li> </ul>	
7.	Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit with their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder	
8.	<b>Part 6: Bidders to submit:</b>	
	<b>NB.: Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.</b>	
	<ul style="list-style-type: none"> <li>• An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Valid Companies and Intellectual Property Commission (CIPC) Company registration documents</li> </ul>	
<ul style="list-style-type: none"> <li>• Certified copy(ies) of Identity documents of the Company directors</li> </ul>		

**NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.**