

Enter Reference Number

QQA Laptop backpacks 2026/27 Financial Year



TERMS OF REFERENCE / SPECIFICATIONS

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1. OVERVIEW OF THE W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The mandate of the W&RSETA is to facilitate the skills development needs of the Wholesale and Retail Sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Plan.

2. OBJECTIVE

Supply and delivery of Laptop Backpacks to WRSETA Head Office.

3. SCOPE OF WORK / PRODUCT DESCRIPTION

1.1. Product Name: Roder Laptop Backpack M - Drifter Grey or Equivalent

Colour: Grey or dark blue or black

Fabric: 100% recycled pet

Fabric weight: 0.8 kg

Sizes: 44 x 33 x 23 cm

Qty: 50

Branding:

Type: embroidery with a W&RSETA logo

Logo size: 80mm(w) x 23.6mm(h)

REQUIREMENTS

3. PERFORMANCE REQUIREMENTS

The Bidder/s will undergo a performance evaluation process. Poor performance by the bidder may result in the cancellation of orders. The evaluation will assess the following criteria:

1. Quality of goods or services
2. Delivery and timelines
3. Communication and responsiveness
4. Reliability and dependency
5. Customer service
6. Overall satisfaction

4. EVALUATION PROCESS

4.6. PHASE 1: ADMINISTRATIVE EVALUATION

4.6.1. STAGE 1: MINIMUM ADMINISTRATIVE REQUIREMENTS

In this phase, all bids received will be verified for compliance and completeness of the submitted proposal per the below set of administrative requirements. This stage will assess the bidder's compliance with mandatory administrative requirements.

The following requirements should be considered during the compilation of the Administrative Compliance Evaluation Criteria.

1. Submission of Standard Bidding Documents
2. Company registration documents.
3. Proof of tax compliance (tax pin).
4. BBBEE certificate / Sworn Affidavit.
5. General Conditions of Contracts (GCC).
6. Central Supplier Database (CSD)

4.6.2. STAGE : MANDATORY REQUIREMENTS

[IF APPLICABLE]

5. PRICING SCHEDULE

All prices must be inclusive of direct, indirect costs and VAT.

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ITEM	QUANTITY [IN CASE OF GOODS]	UNIT PRICE	TOTAL PRICE
Laptop Backpack	50		
TOTAL			
VAT			
GRAND TOTAL			