

Enter Reference Number

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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

The W&RSETA seeks the services of a supplier to provide the Eastern Cape Regional Office with Stationery.

3. SCOPE OF WORK / PRODUCT DESCRIPTION

NO.	DISCRIPTION	QUANTITY
1.	Printing papers A4	50 boxes
2.	Casio Calculators HL-815L	15 Each
3.	Staples for Giant stapler 23 x23	2 boxes
4	Pritt 43g or equivalent Glue Stick	20 Each
5.	Rubber bands size 128# 100g	50 packets
6.	Rubber bands size 129 #100g	50 packets
7.	Sticky notes 450 sheets 75x75mm	30 pack
8.	Memo cubes 100x100m -100 sheets	30 pack
9.	Fold back clips 51mm	50 boxes
10.	Fold back clips 19mm	50 boxes
11.	Money clips 33 mm	50 Box
12.	Clear packaging tape 48mm*50ml	20 Each

4. 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