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Promotional and Marketing Material



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. The mandate of the W&RSETA is to facilitate the skills development needs of the Wholesale and Retail Sector through 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 to appoint a provider to supply and print branding and promotional material for various organisational events including career guidance activations.

3. SCOPE OF WORK / PRODUCT DESCRIPTION

3.1. 3-PACK OMEGA HARD COVER A5 NOTEBOOK RULED

Branding:

- Type: foiling (gold) – W&RSETA logo
- Branding size: 65mm(w) x 20mm(h)

Quantity: 150x green, 150x black



3.2. ATSUI JUTE TOTE

Material: Jute

Branding: Screen Print

Texts and images: W&RSETA logo, contact details and a tag line

Quantity: 150x blue, 150x beige



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3.3. WIRELESS POWERBANK 10000MAH

Material: Power Bank - ABS

Pouch: Microfibre

Capacity: 10000mAh

Branding Options: Direct to Print (full colour)

Branding: Screen Print (artwork will be provided)

Quantity: 10



3.4. VARSITY MAXI PENCIL CASE

Features:

- Made Of Polyester - 600D
- Dimensions: 32 (L) X 11 (W)

Items to branded and included in the pencil case:

- Smooth Promotional Gel Penn
- 30cm ruler
- Full pencil
- Eraser
- Sharpener

Branding: screen print with artwork provided

Quantity: 375x black, 375x blue, 375x red, 375x green



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3.5. 750ML CLASSIC SPORTS WATER BOTTLE

Material: FDA approved material

Features:

- 750ml
- BPA Free

Branding: Digital Print Drinkware (full colour logo with text “Retailer in the Making”)

Quantity: 200x black, 200x navy, 200x red



3.6. BRANDED SHOPPING BAGS 140G COTTON TOTE

Material: Cotton jute

Branding: Screen Print

Texts and images: W&RSETA logo, contact details and a tag line

Colours: Black

QTY: 1000



3.7. 5 IN 1 HIGHLIGHTER

Material: Plastic

Size: 14cm x 5.8cm x 1cm

Case - 12.7cm x 8cm x 2.2cm

Branding Options: Dome Sticker

Quantity: 1000



3.8. THERMAL 500ML FLASK

Material: Stainless Steel

Features:

- 500ml
- Black carry pouch with zip closure

Colours: Silver

Branding: Digital Print Drinkware (full colour logo)

Qty: 100



3.9. 2-TONE BACKPACK

Dimension: 31 (W) X 15.5 (D) X 45.5 (H)

Branding: Screen Print (logo with text: I Choose Retail)

Qty: 200



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3.10. VOYAGER BACKPACK

Material: 600D Nylon

Size: 40.5cm x 47cm x 19cm

Branding: Screen Print

Quantity: 100



3.11. MOON BAGS

Colour: Black

Size: 31cm (l) x 12cm (w)

Branding: W&RSETA and with text "Retailer in the Making"

Text and logo colour: White

Type of branding: Screen Print

Quantity: 400



3.12. BLOFELD FLASH DRIVE KEYHOLDER

Branding: W&RSETA

Text and logo colour: black

Type of branding: Screen Print

Qty: 200



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3.13. 135G BARRON POLYESTER T-SHIRT

Material: Polyester

Branding: DDT with W&RSETA logo on the left and text at the back (Retailer in the Making)

Sizes:

Quantity: 100x white, 100x navy, 100x black, green x100



3.14. MEN'S QUESTANA SEAMLESS GOLF SHIRT

Sizes: 5x small, 10x medium, 10x large, 10x x-large, 5x xx-large

Material: 87% Polyester 13% Spandex Single Jersey Knit

Colour: black

Branding:

- Embroidered with a W&RSETA logo on the left
- Logo Size: 80mm(w) x 23.6mm(h)



3.15. LADIES QUESTANA SEAMLESS GOLF SHIRT

Sizes: 5x small, 10x medium, 10x large, 10x x-large, 5x xx-large

Material: 87% Polyester 13% Spandex Single Jersey Knit

Colour: black

Branding:

- Embroidered with a W&RSETA logo on the left
- Logo Size: 80mm(w) x 23.6mm(h)

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3.16. CAPSIZE UMBRELLA

Material: 190T pongee & ABS shaft

Features:

- 8 panels
- Windproof
- Patterned inverted umbrella
- PP handle with rubberised coating

Product Dimensions (cm): Umbrella: 108cm (dia)

Package Dimensions (cm): 76.4 (h) x 21 (l) x 21 (w)

Branding: screen print

Qty: 200

3.17. CRICKET HAT

Size: One size fits all

Branding: W&RSETA logo

Text and logo colour: Full colour

Type of branding: digital print

Quantities: Navy Blue (100) and Khaki (100), Red (100)



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3.18. BRANDED CANDYSTRIPE DOME LANYARDS

Colours: Green and black x200, Black and white x200, Black and Navy x200

Text and logo colour: Full W&RSETA logo

Type of branding: Dome sticker



3.19. NORQUAY INSULATED BODYWARMER

Colour: Black

Branding: embroidered with a W&RSETA logo on the left

Qty: 5x small, 5x medium, 5x large, 5x x-large, 5x xx-large, 5x xxx-large



3.20. BRANDED TABLECLOTH

Size: 2m(h) x 3m(w)

Colour: Emerald green

Branding: Full W&RSETA logo on 4 sections

Material: Dye sublimated banner weave material finished with a hem all round

Quantity: 10



3.21. LEGEND STRAIGHT BANNER WALL

Design, layout and print 44x 1.52m(w) x 2.25m(h) different banners

Size: 1.52m(w) x 2.25m(h)

Colour: Full colour

Material:

- Fabric: polyester display fabric with wrap around corners
- Frame: aluminium

Colour: Full colour printing

Graphics: To be provided for editing and redesigning

Carry bags included

Qty: 10



3.22. LEGEND STRAIGHT BANNER WALL

Design, layout and print 3m(w) x 2.25m(h) banner

Size: 3m(w) x 2.25m(h)

Material:

- Fabric: polyester display fabric with wrap around corners
- Frame: aluminium

Colour: full colour printing

Graphics: To be provided for the supplier to design new artwork

Carry bags included

Quantity: 4



3.23. TELESCOPIC BANNERS (TEARDROPS)

Size: 4000mm x 680mm

Digital Dye Sublimation, full colour logos, 100% Polyester Flag Material

Includes print, poles, bag and ground spike

Artwork will be provided to the supplier for print

Quantity: 10



3.24. EZI PLASTICS A5 DOUBLE SIDED DOCUMENT HOLDER CARD HOLDER

Sizes:

- **Pocket:** A5
- **Thickness:** 20mm

Material:

- **Frame:** Perspex
- **Print:** thin paper

Colours:

- **QR Code paper:** white
- **Print colour:** full colour with black and white QR code

Quantity: 20



3.25. PRINTED CORPORATE BROCHURES

Edit, print and digitise a corporate brochure

PRINTING – BOOKLET FORMAT

- **Sizes:**
 - **Print format:** 150mm x 150mm
 - **Digital:** desktop and mobile format
- **Paper:**
 - **Panels:** Printed on smooth 125 gsm matt
 - **Cover:** 350gsm matt gloss
- **Colour:** Full, throughout
- **Layout:** Portrait (text and images)
- **Content:**
 - **Text:** Content to be provided
 - **Images:** Pictures related to W&RSETA programmes will be provided, the supplier will be required to edit the document with current information.
- **Number of pages:** 24 (including covers)
- **Quantity:** 1000

3.26 PRINTING OF CAREER GUIDANCE PAMPHLETS

Size: A4

Finish: 135gsm matt finish

Page numbers: 1x double-sided print

Colour: full colour throughout

Material: the W&RSETA will provide a ready to print file

Qty: 2000

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]

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5. PRICING SCHEDULE

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

ITEM	QUANTITY [IN CASE OF GOODS]	UNIT PRICE	TOTAL PRICE
3-pack omega hard cover A5 note-book ruled	300		
Atsui Jute Tote	300		
Wireless powerbank 10000mah	10		
Varsity maxi pencil case	1500		
750ml Classic Sports Water Bottle	600		
Branded shopping bags 140g cotton tote	1000		
5 in 1 highlighter	1000		
Thermal 500ml flask	100		
Voyager backpack	100		
2 tone backpack	200		
Moon bags	400		
BLOFELD FLASH DRIVE KEY-HOLDER	200		
135g Barron Polyester T-Shirt	400		
Men's Questana seamless golf shirt	40		
Ladies Questana seamless golf shirt	40		
Capsize umbrella	200		
Cricket hat	300		
Branded candystripe dome lanyards	600		
Body warmers	30		
Branded tablecloth	10		
Legend straight banner wall (1.52m(w) x 2.25m(h))	10		
Legend straight banner wall (3m(w) x 2.25m(h) banner)	4		
Telescopic banners (teardrops)	10		
Ezi plastics A5 double sided document holder card holder	20		
Printed corporate brochures	1000		
Printing of career guidance pamphlets	2000		
TOTAL	10 269		