

Enter Reference Number

Enter RFQ Description



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

Stationery

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)

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4.6.2. STAGE : MANDATORY REQUIREMENTS

[IF APPLICABLE]

5. PRICING SCHEDULE

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

ITEM	QUANTITY [IN CASE OF GOODS]	UNIT PRICE	TOTAL PRICE
Typek white paper A4 boxes/equivalent	25		
Buff tape/ equivalent 48mm x 50mm	20		
Clear tape/ equivalent 48mm x 50 mm			
Black pen box of 20/ equivalent	20		
Tipex Box of 10 / equivalent	10		
Pencils box of 20/ equivalent	10		
Notepad books A4/ equivalent	10		
White cube box/ equivalent	10		
Duracell batteries for mouse pack of 4 / equivalent	10		
TOTAL			
VAT			
GRAND TOTAL			