



12 January 2015

ATTENTION ALL SERVICE PROVIDERS- BRANDING

RE: REQUEST FOR BRANDING COMPANY SERVICE PROVIDERS TO MERELY REGISTER ON THE SUPPLIER DATABASE OF SABFS THROUGH SUBMITTING A TENDER APPLICATION TO THE SOUTH AFRICAN BOARD FOR SHERIFFS FOR A 1(ONE) YEAR PERIOD – SABFS00004/2015

1. Introduction

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in term of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status and the improvement of the standard of training of and functions performed by sheriffs.

The core objectives of the SABFS are to:

- Liaise with the Sheriffs and relevant Stakeholders;
- To monitor the conduct of Sheriffs;
- Promote the Sheriffs Profession;
- To set standards for the Sheriffs Profession; and
- To provide overall Policy directives.

2. Objectives

The SABFS invites applications from suitable branding companies to merely register on the Supplier Database of SABFS for a 1(one) year period by submitting a proposal. The branding service providers should be able to produce branded promotional items and branded clothing in line with our branding manual.

Branding companies who are already on the SABFS supplier database should also re-apply.

3. Services required

The SABFS requires a service in the supply and production of the listed items. ***Please note that our full colour logo must appear on each item.*** Provide samples of at least 3 products (conference bag, shopper bag and golf shirts), when submitting your tender application and quotations. Note that either embroidery or printed logo’s to be used on respective items.

We will provide a portal on our website, where you will advertise the complete branded clothing line so that Sheriffs may order stock from you directly.

88 Loop Street, Cape Town. PO Box 15223, Vlaeberg 8018
Tel: 021 426 0577, Fax: 021 426 2598, E-mail: contact@sheriffs.org.za
www.sheriffs.org.za

South African Board for Sheriffs - *Established Act 90 of 1986*
Charmaine Mabuza (Chairperson), Hlako Choma, Laura Best, Abel Mawela, Freda Moeletsi, Hishaam Mohamed, Humphrey Ntsikeni, Nicholas Nxumalo, Petro Roodt, Thaka Seboka, Thami Tembe

You must provide us with quotes for the below listed items and indicate delivery timeframes. Designs will be provided – do not quote for design.

3.1 Promotional Items

- Clipboard (1 000 units)
- Pens (2 000 units)
- Conference Bags (1 000 units)
- Shopper bag (1 500 units)
- Mouse pads (2 000)
- Fridge magnets (20 000)
- Folder (500 units)
- Notepads (1 000 units)
- Corporate gifts for Board Members and VIP's (20 units @ R 1 500 each)
- Lanyards (300 units)

3.2 Clothing

- T-shirt – white printed back and front. Colour logo in front and one colour on the back of the t'shirt (1 000 units)
- Peak caps – black embroidered with logo (500 units)
- Jackets – black, logo embroidered onto the left breast (50 units)
- Golf shirt embroidered with logo - 50 black, 50 white, 50 blue and 50 red - logo embroidered onto the left breast (400 units)

4. Registration Requirement

In respect of your application, it is compulsory to submit the following documents:

- 4.1 Cover Letter;
 - 4.2 List of five referees from clients previously consulted, not older than 12 months, along with the contact person and contact details;
 - 4.3 Applications along with all supporting documents are submitted on the specified closing date and time; and
 - 4.4 Valid Tax Clearance and BEE status Certificates to be submitted in the name of the applicants Company.
 - 4.5 Quotation total amount must include vat.
 - 4.6 Provide samples of at least 3 products (conference bag, shopper bag and golf shirts)
5. All enquiries relating to the tender must only be communicated in writing, no later than 10h00 on the 28 January 2015. All written communication must be sent to the following email address only proposals@sheriffs.org.za, Subject Heading: SABFS:00004/2015 Branding Application. Applicants are strictly forbidden to communicate with the Office of the South African Board for Sheriffs, other than through the required communication channels as stipulated in this bidding document; and

Bid and Number: SABFS 00004/2015	Advertise Date: 15 January 2015
Closing Date: 29 January 2015	Closing Time: 12h00

6. Each applicant is required to submit 1 original copy plus 4 copies of the tender submission in a sealed envelope addressed to:

Reference: SABFS00004/2015

South African Board for Sheriffs
Attention: Ms Celesti Fortuin
88 Loop Street
Cape Town
8001

The SABFS is not obliged to accept any applicants and has the right to withdraw and or amend tender specifications at its sole discretion.

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