






4.1.2 **CATEGORY B: Conference Packs**

Bidders are requested to quote us on conference packs for the BRICS Summit as follows:

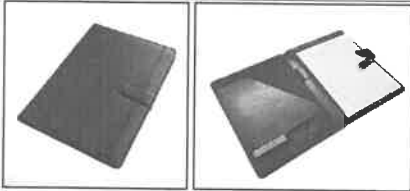
- Conference bags,
- Notebook with folder sets,
- Executive pens,
- Coffee table books,
- Beaded lanyards, and
- Lapel pins.

BRANDED CONFERENCE PACKS			
NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY
1.	HEADS OF STATE PACKS (X40 pax)	<p><u>Leather briefcase</u></p> <p>Equivalent to the following Quality:</p> <ul style="list-style-type: none"> - Premium African Ostrich leather (Preferably South African product) - Size Fits up to a 14-inch laptop - Design Compact single-gusset - Features Durable cotton lining and YKK zipper - Branding Foiling/ Debossing (<i>Artwork will be provided</i>) <p><u>Example:</u></p> 	X40
		<p><u>Branded A4 Notebook with Leather folder</u></p> <ul style="list-style-type: none"> - Folder quality Adpel Genuine Leather Zipped Folder or equivalent (<i>Preferably South African Product</i>) - Size A4 - Pages 104 lined pages - Branding Foiling (<i>Artwork will be provided</i>) <p><u>Example:</u></p> 	
		<p><u>Branded Executive pen</u></p> <p>Equivalent to the following quality:</p> <ul style="list-style-type: none"> - Parker IM SE Portal fountain pen - Branding: Engraving (<i>Artwork will be provided</i>) 	

M.S.B.

		<p><u>Example:</u></p>  <p>Coffee table book</p> <ul style="list-style-type: none"> - Title: 'THE 21 ICONS BOOK' - Contributors: Harriet Pratten, Adrian Steirn - Publication Date: 01 January 2013 - Publisher: Quivertree Publications - Format: Hardback - ISBN: 978-0-992216-90-0 - Format: 280mm x 350mm, hard cover, special gilt silver on edges - Extent: 192 pp - Illustrations: 125 	
<p>2. MINISTERS PACKS (X75 pax)</p>		<p><u>Leather Messenger Bag</u></p> <p>Equivalent to the following:</p> <ul style="list-style-type: none"> - Material: Genuine Leather (equivalent to Havana) - Size: Must fit a 15-inch laptop - Features: 2 compartments and 1 zipper pocket inside, 1 Laptop sleeve, and an adjustable shoulder strap and twin grab handles <p><u>Example:</u></p>  <p><u>Branded A4 Notebook with Leather folder</u></p> <ul style="list-style-type: none"> - Folder quality: Adpel or equivalent - Size: A4 - Pages: 104 lined pages - Branding: Foiling (<i>Artwork will be provided</i>) 	<p>X75</p>

M.S.B.



Branded Executive pen

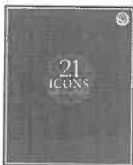
- Equivalent to the following quality:
- Parker Protea Nitida wood commonly known as "Waboom"
 - Chrome finish.
 - Branding: Engraving (*Artwork will be provided*)

Example:



Coffee table book

- Title: **'THE 21 ICONS BOOK'**
- Contributors Harriet Pratten, Adrian Steirn
- Publication Date 01 January 2013
- Publisher Quivertree Publications
- Format Hardback
- ISBN 978-0-992216-90-0
- Format 280mm x 350mm, hard cover, special gilt silver on edges
- Extent 192 pp
- Illustrations 125



3. DELEGATES PACKS
(X550 pax)

Laptop trolley bag

- Quality Lazio Laptop Trolley Bag (*or equivalent*)
- Material Refined Nylon
- Size 42.5cm x 35cm x 19cm
- Branding Full colour Screen Print/ Heat Press (*Artwork will be provided*)

Example:



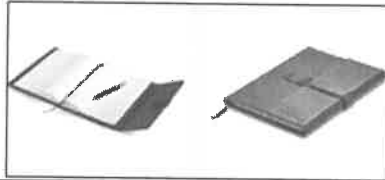
X550

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Branded A4 Notebook with folder

- Quality Tribeca
- Folder Material Synthetic leather
- Size 27.3 (l) X 20.5 (w) X 1.5 (h)
- Pages 104 lined pages
- Branding Foiling (*Artwork will be provided*)

Example:



Branded Executive Metal/ Aluminium pen

- Description Aluminium Rollerball pen
- Pen colour Laque black with Gold trim
- Ink Black
- Branding Laser Engraving (*Artwork will be provided*)

Crotchet beaded lanyards with silver hook

- Description South African Flag inspired lanyards (Equivalent of Earth Africa Curo)
- Size 40cm (Diameter)
- Lanyards must feature lobster hooks

Example:





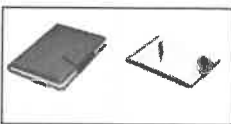
Lapel pin

- Pin type Two piece Metal (brass), with magnetic backing
- Size ±24mm
- Finishing Dome decal/ gel
- Branding Full colour (*Artwork will be provided*)


Power banks

- Quality Pellaton 10 Compact 10000mAh (*or Equivalent*)
- Materia Aluminium & ABS Plastic
- Size 14cm (l) x 7cm (w) x 1.4cm (h)
- Capacity 10000mAh
- Branding Laser Engraving (*Artwork will be provided*)

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		<p>Other features:</p> <ul style="list-style-type: none"> - 10000mAh Lithium Polymer Battery - Input: 5V/2A via both Type-C and Micro USB port - Output: 5V/2A - Recharge Time: 6 Hours - Discharge Time: 4 Hours - Approximately 500 cycles - A micro USB port and a Type-C port - LED Light Power Capacity Indicator - 27cm Charging Cable 	
<p>4. MEDIA PACKS (X1000)</p>		<p>Branded Backpack</p> <ul style="list-style-type: none"> - Quality Volkano Smart Deux Dobby (or equivalent) - Features Adjustable Twin padded shoulder straps with top grab handle and luggage sleeve, Splashproof body, and Integrated 3 Dial TSA combination lock. - Branding Print (<i>Artwork will be provided</i>) <p><u>Example:</u></p>  <p>Branded A5 Notebook</p> <ul style="list-style-type: none"> - Quality Matisse Midi Hard Cover Notebook (<i>or equivalent</i>) - Size 21.8(l) x 14.5(w) x 1.8(h) cm - Pages 208 lined pages (104 sheets) - Branding Foiling (<i>Artwork will be provided</i>) <p><u>Example:</u></p>  <p>Branded pen</p> <ul style="list-style-type: none"> - Description Ball pen - Pen colour Black - Ink Black - Branding Print (<i>Artwork will be provided</i>) 	<p>X1000</p>

M.S.B.

		<p>Power banks</p> <ul style="list-style-type: none"> - Quality Pellaton 10 Compact 10000mAh (or Equivalent) - Materia Aluminium & ABS Plastic - Size 14cm (l) x 7cm (w) x 1.4cm (h) - Capacity 10000mAh - Branding Laser Engraving (Artwork will be provided) <p>Other features:</p> <ul style="list-style-type: none"> - 10000mAh Lithium Polymer Battery - Input: 5V/2A via both Type-C and Micro USB port - Output: 5V/2A - Recharge Time: 6 Hours - Discharge Time: 4 Hours - Approximately 500 cycles - A micro USB port and a Type-C port - LED Light Power Capacity Indicator - 27cm Charging Cable <div data-bbox="785 842 940 1014" style="text-align: center;">  </div>	
<p>NOTE: The Successful Bidder/s will be required to insert all the above items into the conference bags (as per the required quantities), before delivery. The Successful bidder/s will also be required to provide at least three (3) samples of each item outlined in the specifications</p>			

M.S.B.

Addendum

		<ul style="list-style-type: none"> - Size 90cm (l) x 24cm (w) - (Open) - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) 	
		<p>Keyrings</p> <ul style="list-style-type: none"> - Material Zinc Alloy - Size 4.9cm (l) x 2.3cm (w) - Branding Full colour Digital Dome Stick (<i>Artwork will be provided</i>) 	
		<p>Branded Cotton tote bag</p> <ul style="list-style-type: none"> - Material 140g Cotton - Size 38cm (w) x 42cm (h) x 9cm (d) - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) 	
2.	UNIFORM (Officials who will be working on Outreach Programmes)	<p>Branded work suites (overalls)</p> <ul style="list-style-type: none"> - Material:1 90g/m2 Polycotton Twill - Size 32 – 54 (size breakdown to be advised) - Colour Navy blue/ Khakhi - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) 	X50
		<p>Branded Golf T-Shirts</p> <ul style="list-style-type: none"> - Design Apex (or equivalent) - Material 65% Polyester, 35% Cotton & Pique Knit - Size S – XXL (size breakdown to be advised) - Branding Full colour Embroidery (<i>Artwork will be provided</i>) 	X100
		<p>Women’s Scarves</p> <ul style="list-style-type: none"> - Design Customised RSA Flag inspired scarf. Artwork to be conceptualised with the successful Bidder/s - Material Silk - Colour/s RSA Flag colours - Size 45cm x 120cm - Extras Scarf ring 	X200
		<p>Men’s Ties</p> <ul style="list-style-type: none"> - Material 100% Polyester - Size 146cm (l) - Colour/s RSA Flag colours 	X100
3.	Lanyards and Accreditation sleeve/ pouch	<p>Crotchet beaded lanyards with silver hook</p> <ul style="list-style-type: none"> - Description South African Flag inspired lanyards (Equivalent of Earth Africa Curo) - Size 40cm (Diameter) - Lanyards must feature lobster hooks 	X3,500

M-S.B.

CATEGORY C: PROMOTIONAL MATERIAL												
<p>Experience</p>	<p>Bidders are requested to provide profiles (provide photographic evidence and background information demonstrating experience of similar events) demonstrating experience in providing Promotional Material.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Five (5) years' experience</td> <td>1</td> </tr> <tr> <td>Six (6) year' experience</td> <td>2</td> </tr> <tr> <td>Seven (7) years' experience</td> <td>3</td> </tr> <tr> <td>Eight (8) years' experience</td> <td>4</td> </tr> <tr> <td>Experience of Nine (9) years or more</td> <td>5</td> </tr> </table>	Five (5) years' experience	1	Six (6) year' experience	2	Seven (7) years' experience	3	Eight (8) years' experience	4	Experience of Nine (9) years or more	5	<p>40</p>
Five (5) years' experience	1											
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Eight (8) years' experience	4											
Experience of Nine (9) years or more	5											
<p>Capability</p>	<p>Provide the testimonial letters from contactable existing/recent clients whom similar work has been done and whom DIRCO may contact for reference check.</p> <p>The letter must include the following to be deemed valid.</p> <ul style="list-style-type: none"> • Company name • A brief description of the service that you provided and the level of satisfaction • Contact name • Address • Contact number • Duration of contact <p>Evaluation Matrix</p> <table border="1"> <tr> <td>1 Testimonial</td> <td>1</td> </tr> <tr> <td>2 Testimonials</td> <td>2</td> </tr> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 Testimonials</td> <td>5</td> </tr> </table>	1 Testimonial	1	2 Testimonials	2	3 Testimonials	3	4 Testimonials	4	5 Testimonials	5	<p>40</p>
1 Testimonial	1											
2 Testimonials	2											
3 Testimonials	3											
4 Testimonials	4											
5 Testimonials	5											
<p>Delivery turnaround times</p>	<p>Delivery turnaround time for all items as detailed in the specification.</p> <p>How much time will be required for delivery of the required material after receiving an appointment letter:</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>30 days (including weekend)</td> <td>1</td> </tr> <tr> <td>21 days (including weekend)</td> <td>2</td> </tr> <tr> <td>14 days (including weekend)</td> <td>3</td> </tr> <tr> <td>7 days (including weekend)</td> <td>4</td> </tr> <tr> <td>3 days/72 hours (including weekend)</td> <td>5</td> </tr> </table>	30 days (including weekend)	1	21 days (including weekend)	2	14 days (including weekend)	3	7 days (including weekend)	4	3 days/72 hours (including weekend)	5	<p>20</p>
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