006-2027-MAR

Supply of Promotional and Branding Material

Notes & Responses Questions raised at the Non-Compulsory Briefing Session held via MS Teams, on 30 October 2026 at 10:00AM

1. Introduction

1.1. These Briefing Notes are issued in terms of the merSETA Briefing Session held on **30 October 2026** for the abovementioned tender, as the formal step in a procurement process and is subject to all the terms and conditions contained in the TOR.

1.2. Unless otherwise expressly stated, or the context otherwise requires, words and expressions defined in the TOR shall bear the same meanings in these Briefing Notes as those ascribed to them in the TOR.

2. Purpose of the Briefing Notes

2.1. The purpose of this Briefing Notes is to provide bidders responses to their questions during the compulsory briefing session

3. Disclaimer

3.1. Note that all responses are provided in good faith and without prejudice to the merSETA. The merSETA however reserves the right to review any or all of the responses depending on actual proposal submissions received.

4. Questions and Answers

Questions / Comments for Clarification	Responses
1. Since prices are determined by SEIFSA, how do bidders complete the pricing for Y2 and Y3?	merSETA is requiring an indicative and an estimation base price. However, at an anniversary the yearly adjustments will be applied accordingly.

Questions / Comments for Clarification	Responses
2. Is it possible to perhaps attach pictures of the exact items merSETA want bidders to quote on?	The document/pricing schedule will be updated to included pictures; the update will be published through an erratum in the merSETA website.
3. Are bidders going to be disqualified for not submitting USBs? Is merSETA going to return the USBs for the people that are not awarded the tender?	No, there won't be a disqualification for failure to submit a USB. However, it is important to submit a digital copy. It becomes easier to have the document in digital format so that it can be shared with the people that are evaluating rather than passing around the one file/physical copy.
4. Does merSETA have a provision for online submission?	Relating to the online submission, currently merSETA platform does not have the capacity to receive a digital submission.
5. When merSETA requests for pre-production samples, are bidders allowed to incorporate the price for pre-production to the final pricing?	No, pre-production costs are not expected to attract costs, because merSETA will accept a sample of a similar product that the bidder has previously done. The requirement of pre-production sample should not be misconstrued to mean that a sample should be custom made prior to mass production of every order.
6. Does merSETA need the actual qualifications of what's on the CVs or does it just need the CVs?	The requirement is looking for graphic design experience and obviously the CV will affirm that if it's written. merSETA is not asking for the physical copy of the qualification itself.
7. Based on item four on the tabled, does merSETA require bidders to brand the actual casing of the set, or do we brand each item?	The requirement expects that only the casing to be branded, not the individual instruments within the math set
8. Does merSETA require all tote bags to be branded? For example, let's take item #2, cotton tote bags. Those 5000 bags are not expected to be branded?	Yes, merSETA requires all the promotional items to be branded when being purchased. The separation of the two (2) schedules of Promotional items vs Branding Material was to identify distinction in the intended use. E.g. the branding materials, refers to banners and gazebos as items that are required for branding when merSETA is hosting or participating in events so that the brand is visible
9. Will it be disadvantageous if a bidder submits a CV of someone that's not based in the country?	Where the graphic designer is based is immaterial as it will not affect the process, what is important is that they be accessible as and when needed.
10. Would it be best if the bidder submit on their own pricing templates as well to give	Submitting a supplementary document or pricing template in the company's letterhead is not prohibited, as long as it

Questions / Comments for Clarification	Responses
you a better description of what the bidder wants to offer merSETA?	can still be tied back to the signed merSETA original pricing page supplied in the bid.
11. Is merSETA open in inserting their preferred colour for the items to be supplied as branding comes in different prices?	merSETA will also provide secondary colors if the first primary colors do not work
12. Can merSETA share its corporate identity guidance and greater clarity on the branding method applicable to different materials?	The CI will be shared to help bidders have better understanding and clarity, as the merSETA logo is not flat.
13. Quantities and Pricing - Will the quantities ordered always correspond to the quantities listed in the tender, or will they differ from time to time?	The quantities are indicative and are for purpose of cost estimate and contract value. The numbers will differ from time to time as the merSETA will be placing orders for items as and when required.
14. Partial Quoting of Items - If I am unable to quote on all items listed in the RFQ, would that disqualify my submission	All items need to be quoted on as they will be required by the merSETA.
15. Corporate Identity (CI) Guidelines - As mentioned during the session, it would be extremely helpful if your organisation's **Corporate Identity (CI) and branding guidelines** could be made available. This would assist suppliers in accurately costing branding applications, particularly for items with limited branding options	The CI guidelines will be made available on the merSETA website.
16. Pricing Schedule Clarifications Required Could you kindly confirm the preferred colors for the following items: Part A • Item 1 • Item 5 • Item 6 • Item 15 • Item 17 **Part B**	Pricing schedule has been updated and colors have now been indicated on all items, refer to Erratum 01

Questions / Comments for Clarification	Responses
• Item 2 • Item 3 • Item 4 • Item 6 Please clarify **Item 9 (Banners)** by specifying the type of banner required, for example: • Pull-up banners • Flying banners • Other banner types	Pricing schedule has been updated to specify the types of banners. Refer to Erratum 01