PART B: - SCOPE OF WORK- RFP SAT 347/26 WAREHOUSING SERVICES FOR MARKETING COLLETERAL FOR A PERIOD OF 36 MONTHS.

Bid Description	
WAREHOUSING SERVICES FOR MARKETING COLLETERAL FOR A PERIOD OF 36 MONTHS.	
Bidder Name:	
Tender Number:	SAT Tender SAT347/26
Closing Time:	12:00 PM
Closing Date:	11 December 2026 **(No late submission will be accepted)**
Non-Compulsory Briefing Session	N/A
Bid Submission link	https://e-procurement.southafrica.net Should bidders encounter any issues, queries must be directed in writing to tenders@southafrica.net Tender submitted by any method other than the link provided will be disqualified. **No tenders transmitted by telegram, hand delivery telex, facsimile, e-mail, or similar apparatus will be considered.**
Email Address	Tenders@southafrica.net

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1. CLOSING DATE

The closing date for the submission of proposals is **11 December 2026 at 12:00 PM (South African Time).** No late submissions will be accepted.

2. TENDER SUBMISSION LINK

2.1. South African Tourism have developed and implemented an online e-procurement portal, enabling bidders to respond to procurement opportunities as and when they are issued by South African Tourism.

2.2. The portal is the official portal for South African Tourism, which ensures an open, transparent, and competitive environment for any person participant the procurement processes.

The portal enables a bidder to register as a supplier on the system to RSVP to tender briefings, and to submit tender responses on the portal.

The Portal's URL (https://e-procurement.southafrica.net) is compatible with Google Chrome, Microsoft Edge, Internet Explorer, FireFox, and Safari. Interested bidders should, with immediate effect, consider registering and submitting their bid proposals on the portal, which has specifically been developed and implemented for this purpose.

The supplier user manual can be viewed and downloaded on South African Tourism's website at https://www.southafrica.net/gl/en/corporate/page/tenders.

All bidders should, therefore, take note that the physical drop-offs and courier of bid responses to South African Tourism's physical address are no longer permitted.

Prospective tenderers must periodically review both http://www.southafrica.net/gl/en/corporate/page/tenders and https://www.etenders.gov.za/Home/opportunities?id=1 for updated information or amendments about this tender before due dates.

Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.

2.3. Failure on the part of the tenderer to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires, and specifications in all respects may invalidate the tender.

2.4. Tenders may be completed in black ink where mechanical devices, e.g., typewriters or printers, are not used.

2.5. Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.

2.6. Failure on the part of the tenderer to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires, and specifications in all respects, may invalidate the tender.

2.7. Tenders must be completed in black ink where mechanical devices, e.g., typewriters or printers, are not used.

2.8. Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.

3. CONTACT AND COMMUNICATION

3.1 A nominated official of the bidder(s) can make inquiries in writing to the specified person, Takalani Senyosi via email tenders@southafrica.net. Bidder(s) must reduce all telephonic inquiries to writing and send to the above email address.

3.2 Bidders are to communicate any technical inquiries through the nominated official in writing, no later than **30 November 2026 at 12:00 PM** South African Time.

All responses will be published by **04 December 2026** on the following links:

https://www.southafrica.net/gl/en/corporate/page/tenders;

4. VALIDITY PERIOD AND CONTRACT DURATION

The tender proposal must remain valid for at least five (5) months after the tender due date. All contributions/prices indicated in the proposal and other recurrent costs must remain firm for the period of the contract.

South African Tourism intends to enter into a thirty-six (36) month contract and service level agreement with the successful bidder(s). The contract will also be subject to a periodic performance evaluation on agreed terms and conditions unless the parties agree otherwise.

5. BACKGROUND

South African Tourism has marketing materials to support brand visibility, stakeholder engagement, campaigns, events, exhibitions, and promotional activities across various business units and regions. These materials include branded merchandise, promotional items, banners, display stands, printed collateral, event equipment, and other marketing assets. South African Tourism intends to appoint a service provider to provide secure warehouse storage space 160 square metres, handling, and distribution support for South African Tourism's marketing materials for a period of 36 months.

6. BUSINESS CHALLENGE

South African Tourism currently manages marketing materials across multiple storage locations, including an office basement and an external warehouse. This fragmented storage approach has resulted in limited visibility and control over inventory, creating significant operational challenges.

There is currently no centralized inventory management system to accurately track stock levels, material movements, usage, and replenishment requirements.

7. SCOPE OF SERVICES

The appointed service provider will be expected to provide the following:

a. Storage Services

- Provision of secure, clean, and climate appropriate brick and mortar and steel roofing etc warehouse space suitable for marketing materials such as banners, brochures, branding structures, exhibition items, and promotional collateral.
- Segregated and clearly labelled storage areas for ease of retrieval. Ideally shelving from floor to ceiling height with concrete Floors.

b. Inventory Management

- Maintain a detailed and updated inventory of all materials received, stored, issued, and returned.

- Provide access to the digital or electronic monthly stock reports and ad hoc reports on request.

- Inventory system to be used by SAT users, with items stored
- Implement controls to prevent loss, theft, or damage.

c. Handling & Logistics

- Receiving of items into the warehouse with proper documentation.

- Safe loading, offloading, and packing of materials.

- Support with dispatching and collection for events, exhibitions, and activations (when required).

- Ability to work with SAT internal Staff and external service providers, i.e Brand Experiential agencies, Courier/Transport companies.

d. Security & Compliance

- 24/7/365 days security and access control.

- SANS 10400 Part T: Fire safety regulations compliance and insurance coverage for stored materials.

- Fire safety compliance and insurance coverage for stored materials.

e. Service Response Times

Ability to retrieve and dispatch items on short notice, within agreed turnaround times.

8. Deliverables

- Monthly inventory report.

- Signed proof of delivery for all dispatches.

- Condition reports for materials returned after events.

The service provider must make available warehouse storage space of approximately **160 square metres**. The storage arrangement must be flexible and scalable to accommodate fluctuations in stock volumes. Where stock levels decrease due to disposal, write-off, or other inventory reduction activities, the allocated storage space and related costs must be adjusted accordingly to ensure cost efficiency and prevent payment for unused warehouse space

END