

# CALL FOR TENDER APPLICATIONS

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## BRANDING PACKAGE

Reference: EYWA Project – Co-funded by the European Union  
Issued by: The Spanish Chamber of Commerce in South Africa (SCC)  
Issue Date: August 11, 2025  
Closing Date: August 26, 2025, at 17:00 h

### 1. Object of the Tender

This Call for Tender is aimed at a supplier branding products (hereafter “tenderers”) capable of providing the following items for the Spanish Chamber of Commerce in South Africa:

### Required Services to Support EYWA Subgrant beneficiaries’ activity

- Pull Up Banner (850mm x 2000mm). Mechanism: Executive. Full colour, single sided print on layflat PVC
- Set of 2: Sharkfin flying banners. 2m height. Full colour sublimation print. Banners supplied with ground spike and carry bag
- Fabric table cloth. Size: 2500 x 1500mm. Full colour print on polyester display fabric
- 100 A4 Letterheads. Full colour, single sided print on 80 gsm bond paper
- 250 Business Cards (90 x 50mm). Full colour, double sided print on 350gsm.
- Foldable exhibition plastic table.
- 2 exhibition plastic chairs
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- Maximum EYWA Subgrant Beneficiaries requesting these services: 26 women entrepreneurs

### Service Period

- From 1 September 2025 to 15 December 2025.
- The commencement period is subject to change, and it must not affect the max budget allocated for it.
- Branding material to be delivered to beneficiaries within the overall project timeframe.

### Provider Responsibilities

- Supply the EYWA Subgrant beneficiaries with the branding product as per clause 1.
- Maintain communication with the SCC the progress of supply of the products
- Inform the SCC immediately when a beneficiary stops working with you or doesn't send you the required artwork to do the branding products specified above.

## 2. The Spanish Chamber of Commerce Responsibilities

- Provide profiles of all EYWA Subgrant beneficiaries using these services.
- Communicate any additional information received from the European Union regarding the use of this service.

## 3. Contract Duration and Execution

- The contract will commence on 1 September 2025, or the day after formal signing, and run until the products are supplied to the beneficiaries. (not later than November 30, 2025)
- Any extension due to exceptional circumstances will be communicated in advance, subject to mutual agreement and no increase in budget.

## 4. Budget and Eligible Costs

- Maximum Total budget available: €9,750 (ZAR 195,000) - exchange rate 1€ 20ZAR) for a maximum number of 26 beneficiaries.
- Maximum Budget per person per package: €375 (ZAR 7,500) – exchange rate 1€ 20ZAR
- This includes all taxes.
- The Spanish Chamber of Commerce in SA will only pay for delivered products in case of delays or cancellations due to circumstances beyond the provider's control.

## 5. Tender Selection Criteria

- The contract shall be awarded to the tender offering the best economic value (the cheapest one).

### 5.1 Tender Admission Criteria

- Copy of South African CIPC registration certificate.

## 6. Billing and Expense Justification

Invoices may be submitted once the products are finalized and delivered, and the beneficiary is satisfied with it. Each invoice must include:

- Total cost per beneficiary
- Total cost for the products supplied.
- Reference to the EYWA Project, co-funded by the European Union

## 7. Submission Requirements

Tenderers must submit:

### 1. Technical Offer:

- CIPC registration document
- Formal declaration of legal operation
- Legal contract/offer with all that's included in Clause 1

### 2. Quotation:

- Pricing breakdown (including unit cost and deposit).

## 8. Submission Details

- Email applications to: [generalmanager@spaincc.org](mailto:generalmanager@spaincc.org)
- **Deadline: 26th August 2025 at 17:00 h SAST**
- Inquiries: Joaquin Valverde, [Generalmanager@spaincc.org](mailto:Generalmanager@spaincc.org)

Note: Late submissions will not be considered. The Spanish Chamber of Commerce reserves the right to reject any tender that does not meet the stated requirements or budget limitations.