

**BID NOTICE**

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| **BID DESCRIPTION** | **BID NUMBER** | **COMPULSORY BRIEFING SESSION** | | **CLOSING DATE** |
| **RE-ADVERTISEMENT:**  **PROVISION FOR LEASING OF NEW MULTI-FUNCTIONING PHOTOCOPYING MACHINES FOR PERIOD OF 36 MONTHS** | **INGWE/10/2021** | **DATE**  **17/02/2022**  **TIME**  **11H00am** | **VENUE**  **INGWE TVET COLLEGE ADMIN OFFICES**  **MOUNT FRERE** | **04/03/2022** |
| **CLOSING TIME**  **11H00** |

Ingwe TVET College invites competent and experienced service providers for the **PROVISION FOR LEASING OF NEW MULTI-FUNCTIONING PHOTOCOPYING MACHINES FOR PERIOD OF 36 MONTHS.**

The bid documents will be available from the SCM unit upon payment of a **non-refundable** fee of **R150.00** (One hundred and fifty rand only) and will also be available on Tender Bulletin/eTender and College website for free. The deposit is to be paid into the College’s bank account, namely **First National Bank, Branch Code: 210821, Account No.: 6203 339 0353.** Submit proof of deposit prior to collection of the bid document from the SCM office. Bid document will be available from **Friday the 11th of February 2022.**

Completed Bid documents are to be placed in a sealed envelope endorsed **“PROVISION FOR LEASING OF NEW MULTI-FUNCTIONING PHOTOCOPYING MACHINES FOR PERIOD OF 36 MONTHS & BID NUMBER”** and must be deposited in the bid box/tender box, situated at the **Reception Area, at** **Ingwe Administration Centre, Badibanise A/A Mount Frere 5090** not later than **11H00 on Friday, 04th March 2022**, at which bids will be opened in public.

**NOTE ALL BIDDERS WILL BE REQUIRED TO COMPLY WITH ALL COVID-19 REGULATIONS WHEN VISITING OUR SITES (e.g. masks and social distancing).**

**THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE COMPLETED BID DOCUMENT/TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE**

* Price(s) quoted must be valid for at least ninety (90) days from date of your offer.
* Price(s) quoted must be firm and must be inclusive of VAT.
* A valid SARS TAX Compliance status with PIN.
* Company municipal Statement of account not older than three (3) months or company lease agreement if renting premises or company ward council letter for non-rate paying areas and rural areas
* Original valid BBBEE certificate or certified copy of BBBEE certificate or sworn affidavit
* Full CSD report (Central Supplier Database)
* Joint Ventures to attach: JV Agreement, Consolidated BBBEE certificate and letter of Signatory

**Please note the following:**

* Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
* Ensure that there are no errors or omissions as this may lead to bids being declared non-responsive.
* The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
* DO NOT USE CORRECTION FLUID as this may invalidate your submission.

**Evaluation Criteria for this procurement will be as follows:**

* **Stage 1 - Functionality (Attached)**
* **Stage 2 - Price and Preferential Points System.**

**NB: all bidders should at least obtain a minimum of 60% in stage 1 (functionality) in order to qualify for stage 2 (Price Evaluation).**

**Price Points = 80**

**BBBEE verification level points = 20**

**TOTAL =100**

**Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:**

|  |  |
| --- | --- |
| **B-BBEE Status Level of Contribution** | **Number of Points (80/20 System)** |
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-Compliant Contributor | 0 |

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

* Ingwe TVET College Supply Chain Management Policy will apply;
* Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
* Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;

**Enquiries should be directed to:**

**Ms. M. Vunguvungu Tel: 039 940 2142 or** [**mvunguvungu@ingwecollege.edu.za**](mailto:mvunguvungu@ingwecollege.edu.za) **(Bidding process)**

**Ms B Ntshaba Tel: 039 940 2142 or** [**bntshaba@ingwecollege.edu.za**](mailto:bntshaba@ingwecollege.edu.za) **(Technical queries)**

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**Mr. B. Nkonyane (The Principal)**

**Date:………………………………**