



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Skill the nation and let everyone prosper

P.O. Box 92491 Mt Frere 5090 Tel: 039 255 0346 /1210/1211 Fax: 039 255 0347 www.ingwecollege.edu.za
Enquiries: S. Ngodwana E-mail Address: sngodwana@ingwecollege.edu.za Tel: 039 940 2142 Ext 121

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN QUOTATION

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business and **must** be hand delivered (**ONLY**) before **12H00pm** on the **01 Jun 2018** at **Ingwe TVET College, Administration Offices, Mount Frere** where the quotations will be opened in public. For more enquiries:

Technical Enquiries : Mr. T. Songiwe
Tel : 039 940 2142
Finance Enquiries : Mr. S. Ngodwana
Tel : 039 940 2142

SUPPLY AND DELIVERY OF CONSUMABLES FOR SITETO CAMPUS – BID NUMBER: INGWE/061/2018

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A valid Tax Clearance certificate or SARS TAX Compliance status with PIN.
- Certified copies of Company Registration certificate.
- Certified ID Copies of company owners.
- B-BBEE certificate copy or swarm affidavit.
- Proof of CSD registration (Central Supplier Database).
- 80/20 preferential procurement point system will be applied.
- Firm Delivery Period must be indicated.
- **NB: The following forms (SBD forms) should be attached with every bid/RFQ submitted:**
 - **Completed SBD 4**
 - **SBD 8 and**
 - **SBD 9 on request from Supply Chain Office**
- Bidders should be in a position to provide certificate of compliance after the completion of work.
- A successful bidder is required to submit original tax clearance certificate,
- A statement of Municipal Account that is not older than 3 (three) month or Lease Agreement or Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates or a letter from a ward councilor.

NB: No quotations will be considered from persons in the service of the state¹

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.

- Bidders will be required to register as a supplier/service provider on the Ingwe TVET College Supplier/Service Provider Database, if not already registered.
- All quotations must be completed with a non – erasable ink. Any quotation completed with pencil will not be acceptable and should be disqualified.
- Ensure that there are no errors or omissions as this may lead to bids 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 correctional fluid as this may invalidate your submission.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE

DATE

25/05/2018

SPECIFICATION (ATTACHED).

EVALUATION CRITERIA

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than **R30 000.00**

- Price - 80 point
- B-BEE status level of Contribution - 20 points

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non – compliant	0

DELIVERY ADDRESS:

INGWE TVET COLLEGE
 ADMINISTRATION OFFICES
 BADIBANISE LOCATION A/A
 MOUNT FRERE
 5090

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CONSUMABLES FOR BRICKLAYING/MASONRY WORKSHOP 2018
FROM: SITETO CAMPUS
DATE: 03/05/2018

ITEM	DESCRIPTION	SIZE	QUANTITY
01.	Red face brick (smooth appearance)	222 X 106 X 73mm	5000
02.	Concrete lintel	1195mm x 130mm x 75mm	10
03.	Concrete lintel	1195mm x 100mm x 75mm	10
04.	Quarry window sills	150mm x 25mm x 25mm	10 boxes
05.	Damp proof course	115 mm	10 rolls
06.	Damp proof course	340 mm	10 rolls
07.	Nails	75 mm	10 packets
08.	Nails	100 mm	10 packets
09.	Full block	190 x 190 x 390 mm	1000
10.	MW sill block	190 x 190 x 190 mm	200
11.	Chunnel blocks	U-shape (190 x 190 x 390mm)	50
12.	Sash blocks	190 x 190 x 190 mm	100
13.	Sash blocks	190 x 190 x 390 mm	100
14.	Building sand	2 Tones	3 loads
15.	Treated timber	38 mm x 114 mm x 4.2 meters	10
16	Treated timber	50 mm x 76 mm x 4.2 meters	10
17.	Builders pencil	N/A	50

FROM: Artisan bricklayer
MR T. Songelwa



Ingwe TVET College

17/5/18
[Handwritten signature]

2018/05/03