



# 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

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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 **12<sup>th</sup> June 2018 at Ingwe TVET College, Administration Offices, Mount Frere** where the quotations will be opened in public. For more enquiries:

**Technical Enquiries : Ms. B Ntsalaze**  
**Tel : 039 940 2142**  
**Finance Enquiries : Ms A Madukuda**  
**Tel : 039 940 2142**

## **SUPPLY AND DELIVERY OF 1800 BACKPACKS FOR SITETO CAMPUS- BID NUMBER: INGWE/068/2017**

**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.
- 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:**
  - o **Completed SBD 4**
  - o **SBD 8 and**
  - o **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 councillor.
- Proof of registration for CSD (Central Supplier Database)

**NB: No quotations will be considered from persons in the service of the state<sup>i</sup>**

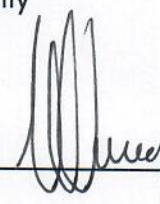
**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- 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.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE 

DATE 05/06/18

**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
<b>Non - compliant</b>	<b>0</b>

**DELIVERY ADDRESS:**

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

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Tel: 039 255 1417 Ext 54

**TO : SCM DEPARTMENT**  
**FROM : MARKETING AND COMMUNICATION**  
**SUBJECT : SPECIFICATION FOR BACKPACKS**  
**DATE : 04 MAY 2018**

PRODUCT	DESCRIPTION	QUANTITY
	<p>One Up backpack – Lime/Black (1UP15) a webbing loop handle, padded adjustable back strap, quilted stitch detail at back panel, contrast front panel, two compartments with zip closure 600D Product Dimension: 43cm (h) x 13cm (w) x 29cm (l)</p> <p><b>Branding</b> College Logo and contact details.</p>	900
	<p>One Up backpack – Orange/Black(1UP03) a webbing loop handle, padded adjustable back strap, quilted stitch detail at back panel, contrast front panel, two compartments with zip closure 600D Product Dimension: 43cm (h) x 13cm (w) x 29cm (l)</p> <p><b>Branding</b> College Logo and contact details.</p>	900

Yours faithfully

F. B. Ntsalaze

Assistant Director: Marketing and Communications