



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 **08 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. N Futshane

Tel : 039 940 2142

SUPPLY AND DELIVERY OF 350 T-SHIRTS IN MOUNT FRERE ADMIN CENTRE- BID NUMBER: INGWE/069/2018

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.
- 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.
- Proof of registration for CSD (Central Supplier Database)

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

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

01/06/2018

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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Tel: 039 255 0346 Ext 154

TO : SCM
FROM : MARKETING DEPARTMENT
SUBJECT : SPECIFICATION
DATE : 28 MAY 2018

PRODUCT	DESCRIPTION	QUANTITY
T Shirts	<p>Features</p> <p>Double fold cuffs and side slits. Rib neckline with top-stitching, Generous cut, Dyed with reactive dyes, Lyera-reinforced neck rib & cuffs.</p> <p>Fabric</p> <p>170g 65/35 Double knit poly cotton</p> <p>Colour White</p> <p>Branding</p> <p>2 logos & Centenary Logo (Front) At the back # be the legacy.</p>	350


F.B Ntsalaze

Assistant Director: Marketing & Communications