



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 **05 July 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 T-SHIRTS FOR JIPDA IN MOUNT FRERE ADMIN CENTRE: BID NUMBER: INGWE/082/2018

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 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.

if not already registered.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE



DATE

28/06/2018

SPECIFICATION (ATTACHED)

NB: QUOTATION SHOULD BE SUBMITTED BASED ON RATES PER LITRE ONLY

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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Fax: 039 255 0347 www.ingwecollege.edu.za

Enquiries: F. B. Ntsalaze

E-mail Address: fbntsalaze@yahoo.com

Tel: 039 255 1417 Ext 54

TO : SCM DEPARTMENT
FROM : MARKETING AND COMMUNICATIONS
SUBJECT : SPECIFICATION
DATE : 04 MAY 2018

| PRODUCT | DESCRIPTION | QUANTITY |
|---|--|---|
|  | <p>TST145B Shoulder-to-shoulder seam taping for improved comfort and durability Dyed with reactive dyes Double top-stitched hem and sleeves Double neck rib with top-stitching Generous fit Fabric 145g 100% Carded Cotton, single jersey fabric – White in colour</p> <p>Branding Front DHET Logo and AgriSeta Logo Back College Logo "It's cool to be a 21st century artisan"</p> | <p>1500</p> <p>Small 400 Medium 400 Large 400 XL 300</p> |
|  | <p>175G PIQUE KNIT GOLFER LAS-175B Double-needle finish on sleeves and hem Barron trademark two ridge collar Three button placket Self-fabric neck tape on the collar seam Fabric 175g 65/35 Poly Cotton fabric Colour <i>Orange</i></p> <p>Branding Front DHET Logo and AgriSeta Logo Back College Logo It's cool to be a 21st century artisan</p> | <p>102</p> <p>Small 30 Medium 30 Large 30 XL 12</p> |

| | | |
|--|---|--|
|  | <p>175G PIQUE KNIT GOLFER LAS-175B Double-needle finish on sleeves and hem Barron trademark two ridge collar Three button placket Self-fabric neck tape on the collar seam Fabric 175g 65/35 Poly Cotton fabric Colour <i>Emerald</i></p> <p>Branding Front DHET Logo and AgriSeta Logo Back College Logo It's cool to be a 21st century artisan</p> | <p>170</p> <p>S20 M 30 L 50 XL 50 XXL 30</p> |
|  | <p>175G PIQUE KNIT GOLFER LAS-175B Double-needle finish on sleeves and hem Barron trademark two ridge collar Three button placket Self-fabric neck tape on the collar seam Fabric 175g 65/35 Poly Cotton fabric Colour <i>Red</i></p> <p>Branding Front DHET Logo and AgriSeta Logo Back College Logo It's cool to be a 21st century artisan</p> | <p>20</p> <p>S2 M 2 L 5 XL 8 XXL 3</p> |

Yours faithfully

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F. B. Ntsalaze
Assistant Director: Marketing and Communications