



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Skill the nation and let everyone prosper

PO Box 92491 Mt Frere 5090

Enquires: S. Ngodwana

Tel: 039 940 2142

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

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 **06 July 2018** at Ingwe TVET College, Administration Offices, Mount Frere where the quotations will be opened in public. For more enquiries:

For Technical Enquiries : F. B. Ntsalaze
Tel : 039 940 2142
Finance enquiries : S. Ngodwana
Tel : 039 940 2142

SUPPLY AND DELIVERY OF BROCHURES FOR 2018 – BID NUMBER: INGWE/085/2018

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.
- Certified copies of Company Registration certificate and IDs
- 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
 - SBD8 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 three months/lease agreement if renting premises/letter from the Council confirming proof of address.

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.
- All quotations must be completed with a non – erasable ink. Any quotation complete with pencil will not be accepted 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 offer.

Failure to comply with these conditions may invalidate your offer.

SIGNATURE _____

DATE _____

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:

ADMIN CENTRE
 BADIBANISE LOCATION A/A
 MOUNT FRERE
 5090

Yours faithfully

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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

Enquiries: Z. Zozi

E-mail Address: zameka@webmail.co.za

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

Tel: 039 255 1417 Ext 54

TO : SCM DEPARTMENT
FROM : MARKETING AND COMMUNICATIONS
SUBJECT : SPECIFICATION
DATE : 11 MAY 2017

Description	Quantity
Design and printing of A5 Prospectus, 20page booklet printed on glossy paper and pictures to be provided	10 000

Yours faithfully

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F. B. Ntsalaze

Assistant Director: Marketing and Communications