



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: L. Mnyukana

Tel:039 940 2142

Ext 171

## RE - ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
TRAINING FOR SIX (06) SECRETARIES TO BE TRAINED ON ADVANCED REPORT WRITING SKILLS	INGWE/080/2023	DATE: 03/10/2024	TECHNICAL: MS. S.S. SAWULA TEL: 039 940 2142 SCM: MR. L. MNYUKANA TEL: 039 940 2142

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 or have your business stamp. Quotation may be hand delivered before 12H00pm at Ingwe TVET College, Mount Frere Administration Offices at the reception area or email to [lmnyukana@ingwecollege.edu.za](mailto:lmnyukana@ingwecollege.edu.za)

### 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.
- Firm Delivery Period must be indicated.
- A valid SARS TAX Compliance status with PIN.
- Updated CSD (Central Supplier Database) report.
- Company municipal statement of account not older than three (3) months or company lease agreement if renting premises or affidavit from SAPS stating that the company is not obliged to pay municipal rates or ward council letter confirming the proof of address for the company for non – rates paying areas or rural areas.
- Joint Ventures to attach: JV Agreement and letter of Signatory.
- **Completed SBD 4 – as per PFMA SCM Instruction No. 03 of 2021/22 effective from 1 April 2022, the revised SBD 4 must be fully completed and signed. SBD 8&9 are repealed (no longer required). Failure to submit as instructed will lead to the bids being declared non – responsive. Bidders must download the revised SBD 4 from the College website or National Treasury website.**

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

- Ingwe TVET College Supply Chain Management Policy will apply.
- 80/20 preferential procurement point system will be applied.
- 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 and unsigned will not be accepted.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.
- **Only quotations sent to the above-mentioned e-mail address will be accepted.**

Central Office  
Badibanise Village  
Mount Frere  
Tel. 039 940 2142

Mount Frere Campus  
Cancele Road  
Mount Frere  
Tel: 039 940 2142 ext.200

Ngqungqushu Campus  
Magwa Road  
Lusikisiki  
Tel: 039 940 2142 ext.300

Siteto Campus  
Mhlanga Village  
Bizana  
Tel: 039 940 2142 ext.400

Maluti Campus  
Mli Road  
Maluti  
Tel: 039 940 2142 ext.500

Mt Fletcher Campus  
Hospital Area  
Mount Fletcher  
Tel: 039 940 2142 ext.600

[www.ingwecollege.edu.za](http://www.ingwecollege.edu.za)

## EVALUATION CRITERIA

### Stage 1 - Price and Specific goals

Price	-	80 point
Specific goals	-	20 points

*“On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023”*

### SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
<b>Black ownership:</b> An EME or QSE which is at least 51% owned by black people	8	<ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> </ul>
<b>Women ownership:</b> An EME or QSE which is at least 51% owned by women	4	<ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> </ul>
<b>Youth ownership:</b> An EME or QSE which is at least 51% owned by youth. (Up to 35 years of age)	4	<ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> </ul>
<b>Disability:</b> An EME or QSE which is at least 51% owned by people with disability	2	<ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> <li>Medical certificate</li> <li>SASSA registration or confirmation of disability from a relevant authority.</li> </ul>
<b>Locality:</b> Located in the OR Tambo District municipality, Alfred Ndzo District Municipality, and the Joe Gqabi District Municipality	2	<ul style="list-style-type: none"> <li>Municipal rates account OR</li> <li>Letter from councilor confirming residence or Lease Agreement</li> </ul>
Non – submissions	0	<ul style="list-style-type: none"> <li>No points will be claimed if the bidders failed to submit the required documents</li> </ul>

**NB: SPECIFICATION ATTACHED**

SIGNATURE



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Enquiries: SS Sawula [smafalala-sawula@ingwecollege.edu.za](mailto:smafalala-sawula@ingwecollege.edu.za) 039 940 2142 Ext 150

**Terms of reference/specification for 06 Support Staff Officials**

NO	DETAILS	Number of officials	Dates (Excl weekends and public holidays)	Duration (in days)
1.	Advanced report writing skills	06	To be confirmed	4

**US ID 110023**

The service provider should have the following:

1. Training provider/Facilitator must be accredited with SERVICE SETA
2. CV, Certified ID Copy and certified qualifications are required
3. Certificate of competence is required
4. At least 3 contactable references that you have conducted this training or similar training

**Outcomes:**

- To learn the value of good written communications.
- To prepare reports and proposals that inform, persuade, and provide information.
- To learn how to proofread your work so you are confident it is clear, concise, complete, and correct.
- Compiling reports related to a selected business function, ensuring content and format are appropriate to information requirements and that reporting deadlines are met.

All enquiries will be forwarded to:

SS Sawula

HRD Unit