higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College

Enquiries: A.Madukuda Tel:039 940 2142 Ext 171

RE-ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
SUPPLY AND DELIVERY OF STATIONERY AT ADMIN CENTRE.	INGWE/046/2025	DATE 12/06/2025	TECHNICAL: MR. O.MAZWANE TEL: 039 940 2142 SCM: MS. MADUKUDA 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** amadukuda@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 SBD 8&9 are repealed (no longer required).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 will invalidate your offer.
- **Only quotations sent to the above-mentioned e-mail address will be accepted.**

NB: 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**
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
Black ownership: An EME or QSE which is at least 51% owned by black people	8	• ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	4	• ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth. (Up to 35 years of age)	4	• ID Copy • CIPC (Company registration)' • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	2	• ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) • Medical certificate • SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the OR Tambo District municipality, Alfred Nzo District Municipality, and the Joe Gqabi District Municipality	2	• Municipal rates account OR • Letter from councilor confirming residence or Lease Agreement
Non – submissions	0	• No points will be claimed if the bidders failed to submit the required documents

SIGNATURE _____ Published on **05 June 2025**

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Enquiries: O Mazwane Email: omazwane@ingwecollege.edu.za Ext 160

AMENDED SPECIFICATION FOR STATIONERY HRM&D

ITEM	DESCRIPTION	QUANTITY
1.Attendance Registers	A3 Sample attached	30
2.Accessible files	A4	100
3.Folders	A4	100
4.Giant Paper Clips	50mm Giant Gemclips Silver Coated	3 Boxes
5.Stapler Removers	Stapler Remover	5
6.Highlighter Different Colours	Highlighter	18 packs of 4
7.Memory Stick 32GB	32GB USB	10
8.Lid Pencil	Traditional Pencil	2 Boxes
9.Black Pen	Clic Meduim Black Ball Pen	3 Boxes of 60
10.Black Pen	G2 Gel Ink Rollerball Pen 0.7	3 Boxes of 12
11.Ruler	Ruler 30cm Proof Clear	5
12.Standard Stapler Staples	26/6 Staples 20Sheets (5000 per box)	10 Boxes
13.Stick notes	Memo Cube Refill Note Paper Pastel	20
14.Glue Stick	43 gram Glue Stick	10
15.Pencil Holder	PVC Desktop Orginiser (BLACK)	3
16.Correction Fluid	Correction Fluid Pen 7ml	3
17.Paper Boxes	A4 White 80 g/m, 2500 sheets 5 reams	20 Boxes
18.Sign here	Plastic dispenser 2x50 44x25 sheets	20 packs
19.Small punch	Treeline office punch 15 sheet metal with 2 holes	2
20.Eraser	white	5 blocks
21.Arch lever files	Different colours	20 files
22.Staplets 26/6	Small	20 Boxes
23.Scissor	Medium 210-2m Blade	3
24.Counter books	3 Quire	5
25.Guilotine paper cut	A4 Inetal Base 12 sheets paper trimmer	1
26.Paper Shredder	M7cm cut 6 sheets cross cut 13L Bim	1

Kindly regards

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O Mazwane
Registry Clerk
Ingwe TVET College
Date..14-05-2025