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

Ingwe TVET College

Enquiries: K. Leche Tel:039 940 2142 Ext 121

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
APPOINTMENT OF A TRAINING SERVICE PROVIDER TO PROVIDE TRAINING FOR TWENTY-FIVE (25) LECTURERS TO BE TRAINED AS ASSESSORS (VIRTUALLY) FOR FIVE (05) DAYS.	**INGWE/185/2026**	**DATE: 09/11/2026**	**TECHNICAL: MRS. S.S. SAWULA TEL: 039 940 2142 SCM: MS. K. LECHE TEL: 039 940 2142**

Kindly provide 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 kleche@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.
- **TRAINING PROVIDER MUST BE ACCREDITED WITH ETDP SETA.**
- **MUST BE REGISTERED AS AN ASSESSOR/FACILITATOR.**
- **MUST HAVE A NATIONAL DIPLOMA IN MANAGEMENT OF TRAINING.**
- **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 SBD 8&9 are repealed (no longer required).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.

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 Ndzo District Municipality and 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: **02/11/2026**

ASSESSOR TRAINING FOR 25 OFFICIALS

FUNCTIONALITY		REQUIRED EVIDENCE	POINTS ALLOCATION
1.Experience			
(a) Number of clients (contactable references) for similar projects that the bidder has successfully undertaken in the past five years.			
6 or more clients with reference letters	50	A minimum of at least three reference letters from satisfied previous clients that have been serviced in the past five years should be provided; the submission must be on the relevant client's letterhead and signed. Each reference letter should be accompanied by a signed appointment letter/ SLA/ purchase order. Contact details of clients should be also provided **NB: 0 points will be claimed where submitted clients/ references cannot be contacted and reference letter is not accompanied by signed appointment letter/ SLA or purchase order.**	**50**
4 - 5 clients with reference letters	40		
3 clients with reference letters	30		
0 - 2 clients with reference letters	0		
2. Expertise			
(a) Facilitator's experience, and relevant qualifications			
6 or more years' experience and qualifications	30	Attach CV and certified qualifications not later than six (06) months of the Facilitator (including a certified copy of an Identity Document), showing at least three years' experience in leading similar projects. The Facilitator must be a registered as an assessor, a valid Facilitator/ Assessor accreditation with ETDP SETA in Assessor programme. Must have a National Diploma in management of Training. **NB: 0 points will be claimed where the above is not attached and submitted**	**30**
4 to 5 years' experience and qualifications	20		
3 to 4 years' experience and qualifications	10		
0 to 2 years' experience and qualification	0		
3. Methodology / Project Implementation Plan			
Methodology and approach are fully adequate to meet the requirements of the given task.	20	Appropriateness of the tools used by the organization and how they will satisfy the requirements of the assignment. Setting out the plans to manage works which	**20**

Methodology and approach cover minimum requirement.	10	should include the process for the taking and handling back of work areas for each shift. The Service provider has to demonstrate knowledge of activities outlined in the project.	
Inadequate methodology and approach to meet the College needs.	**0**		
TOTAL			**100**

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Enquiries: SS Mafalala- Sawula s-mafalala-sawula@ingwecollege.edu.za Ext: 150

Terms of reference/Specification for +-25 officials

Quotation for the appointment of a suitable service provider to provide Assessor Training for +-25 Ingwe TVET College officials.

NO	Details	Number of officials	Dates (Excl weekends & public holidays)	Duration (in days)
1.	Assessor	+-25	To be confirmed	5 days

US ID 115753

The service provider must take note of the following:

- Training Provider must be ACCREDITED with ETDP SETA
- Must be REGISTERED as an ASSESSOR/FACILITATOR
- Must have a National Diploma in Management of Training
- At least 3 contactable references that you have conducted this training or similar training.

Outcomes

- Demonstrate understanding of outcomes-based assessment;
- Prepare for assessments;
- Conduct assessments;
- Provide feedback on assessments; and
- Review assessments.

For further inquiries contact:

HRD Office

SS Sawula
HRD Office

Date 29/10/2026