



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: A. Madukuda

Tel: 039 940 2142

Ext 122

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	Enquiries
SUPPLY, BRANDING AND DELIVERY OF DIARIES AND NOTEBOOKS FOR ADMIN CENTRE	INGWE/075/2021	DATE: 25 August 2021	Technical: Ms. F.B. Ntsalaze Tel: 039 940 2142 SCM: Ms A. 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 maybe hand delivered before **12H00pm** at **Ingwe TVET College, Mount Frere Administration offices at the security gate** or email to [amadukuda@ingwecollege.edu.za](mailto: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 Tax Clearance certificate and SARS TAX Compliance status with PIN
- Full 2021 CSD report (Central Supplier Database)
- Certified BBBEE certificate or Sworn affidavit
- A company statement of Municipal Account that is not older than 3 (three) month or company Lease Agreement or Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates or a letter from a ward councilor confirming company address.
- Joint Ventures to attach: JV Agreement, Consolidated BBBEE certificate and letter of Signatory
- Completed SBD 4, 8 and 9 (from the college website).
- Samples will be requested from the bidders

**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, 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.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.

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)

**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**

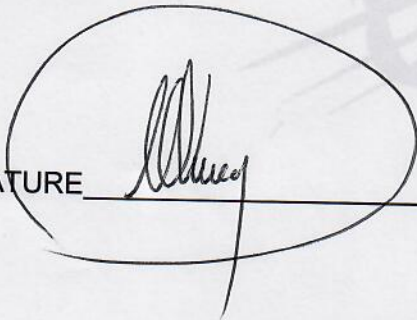
**Price** - **80 point**  
**B-BEE status level of Contribution-** **20 points**

**BBBEE Points Breakdown:**

<b>LEVEL</b>	<b>POINTS AWARDED</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>16</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non – compliant</b>	<b>0</b>

**DELIVERY ADDRESS:**  
INGWE TVET COLLEGE  
ADMINISTRATION OFFICES  
BADIBANISE LOCATION A/A  
MOUNT FRERE  
5090

Yours faithfully



SIGNATURE \_\_\_\_\_

Published on: 18 August 2021

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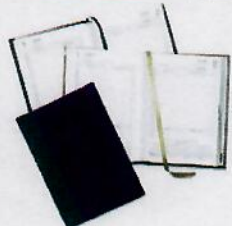


Enquiries: F. B. Ntsalaze

[fbntsalaze@yahoo.com](mailto:fbntsalaze@yahoo.com)

Ext 139

**TO : SCM DEPARTMENT**  
**FROM : MARKETING AND COMMUNICATIONS**  
**SUBJECT : SPECIFICATION FOR DIARIES**  
**DATE : 12 JULY 2021**

PRODUCT	DESCRIPTION	QUANTITY
	<p><b>A4 Executive Page A Day (280 x 210mm)</b></p> <p><b>LANGUAGE:</b> English and 10 Official South African Languages for days of the week <b>PRINT COLOUR:</b> Printed in two colours Blue and Khaki <b>PAPER:</b> 70gsm white bond with plain white End Papers <b>BINDING:</b> Stitched book block in 32 page sections with ribbon bookmark <b>COVERS:</b> Straight Stitched Cover <b>DIARY COLOUR:</b> Green/Grey</p> <p><b>Branding – Silver Foiling</b> Ingwe TVET College logo on the front cover College contact details on back cover 2 Page commercial insert</p> <p>60 Personalised with individual names and portfolios</p>	250
	<p><b>A5 Executive Page A Day (210 x 140mm)</b></p> <p><b>LANGUAGE:</b> English and 10 Official South African Languages for days of the week <b>PRINT COLOUR:</b> Printed in two colours Blue and Khaki <b>PAPER:</b> 70gsm white bond with plain white End Papers <b>BINDING:</b> Stitched book block in 32 page sections with ribbon bookmark <b>COVERS:</b> Straight Stitched Cover <b>DIARY COLOUR:</b> Green/Grey</p> <p><b>Branding – Silver Foiling</b> Ingwe TVET College logo on the front cover College contact details on back cover 2 Page commercial insert</p> <p>7 Personalised with individual names and portfolios</p>	350

Compiled by:



F. B. Ntsalaze

Assistant Director: Marketing and Communications

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Mount Frere  
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Matuli  
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Ingwe TVET College



**TO** : SCM DEPARTMENT  
**FROM** : MARKETING AND COMMUNICATIONS  
**SUBJECT** : SPECIFICATION FOR NOTEBOOKS  
**DATE** : 12 JULY 2021

PRODUCT	DESCRIPTION	QUANTITY
	<b>Moleskine A5 Notebook - TPG0035BI</b> <b>Product Material:</b> Moleskine <b>Product Size:</b> A5 Notebook <b>Colour:</b> Green <b>Branding:</b> Silver Foil inlay Ingwe TVET College logo and slogan on front cover <b>Back Cover:</b> College Contact Details	<b>300</b>

Yours Truly

.....  
Ms. F.B. Ntsalaze  
Assistant Director: Marketing and Communications

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