



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: N.B Dungayezi ndungayezi@ingwecollege.edu.za Tel:039 940 2142 Ext. 121

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	Enquiries
SUPPLY AND DELIVERY OF STATIONERY FOR HUMAN RESOURCE UNIT (ADMIN CENTRE).	INGWE/043/2022	DATE: 27 JUNE 2022	Technical: Ms N.Damoyi Tel: 039 940 2142 SCM: Ms. N.B. Dungayezi 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 Reception Area** or email to ndungayezi@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).

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.

NB: SPECIFICATION ATTACHED

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

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:

INGWE TVET COLLEGE
ADMINISTRATION OFFICES
BADIBANISE LOCATION A/A
MOUNT FRERE
5090

Yours faithfully

SIGNATURE



Published on: 20 JUNE 2022



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Ingwe TVET College



Enquiries: M.N. Ntombini

Email: mtolibadi@ingwecollege.edu.za

Ext 150

SPECIFICATION FOR STATIONERY

Items	Number
Typek A4 Photocopying papers	50 boxes
Stapler model 1.5	08
Giant Stapler	02
Stapler Remover	04
Puncher small	01
Puncher large	01
Sign here stickers	100
Pilot G2 roller black ball pen (Gel ink) 12 units inside	2 boxes
Black Bic medium pen 60 units	4 boxes
Highlighters	2 boxes
Folders 180 GSM	100
Paper Clips 50MM (100 clips)	1 box
Rubber bands medium	05
Rubber bands small	05
File divider Unifile board index 10 position	50
Marlin original Big Pritt 43 g	06
Counter books 196 pages	04
USB 64G	11
Flip chart	1 pack
Sellotape medium	01

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