



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: S. Ngodwana sngodwana@ingwecollege.edu.za Tel:039 940 2142 Ext 181

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
SUPPLY, DELIVERY AND BRANDING OF 2023 DIARIES FOR STAFF, COLLEGE COUNCIL AND SRC MEMBERS.	INGWE/080/2022	DATE: 23/08/2022	TECHNICAL: MS. F.B NTALAZE TEL: 039 940 2142 SCM: MR. S. NGODWANA 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 sngodwana@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.
- Valid original B-BBEE certificate or certified copy of B-BBEE certificate or sworn affidavit.
- 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, Consolidated BBEE certificate 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 SBD 8&9 are repealed (no longer required).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.

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

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

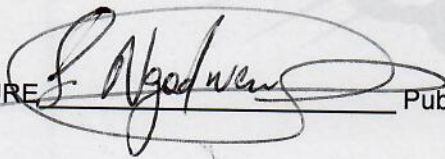
Price - 80 point
B-BEE status level of Contribution - 20 points
BBBEE Points Breakdown:

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: 15 August 2022

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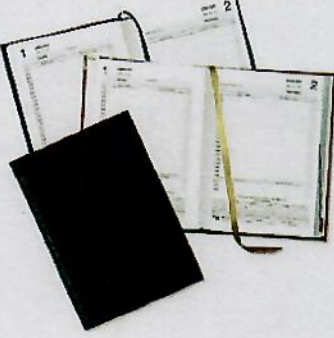



Enquiries: F. B. Ntsalaze

fbntsalaze@yahoo.com

Ext 139

TO : SCM DEPARTMENT
FROM : MARKETING AND COMMUNICATIONS
SUBJECT : SPECIFICATION FOR DIARIES
DATE : 05 JULY 2022

PRODUCT	DESCRIPTION	QUANTITY
	<p>A4 Executive Page A Day (280 x 210mm)</p> <p>LANGUAGE: English and 10 Official South African Languages for days of the week PRINT COLOUR: Printed in two colours Blue and Khaki PAPER: 70gsm white bond with plain white End Papers BINDING: Stitched book block in 32 page sections with ribbon bookmark COVERS: Straight Stitched Cover DIARY COLOUR: Green/Grey</p> <p>Branding – Silver Foiling 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>	300
	<p>A5 Executive Page A Day (210 x 140mm)</p> <p>LANGUAGE: English and 10 Official South African Languages for days of the week PRINT COLOUR: Printed in two colours Blue and Khaki PAPER: 70gsm white bond with plain white End Papers BINDING: Stitched book block in 32 page sections with ribbon bookmark COVERS: Straight Stitched Cover DIARY COLOUR: Green/Grey</p> <p>Branding – Silver Foiling Ingwe TVET College logo on the front cover College contact details on back cover 2 Page commercial insert</p> <p>10 Personalised with individual names and portfolios</p>	375

Compiled by:



F. B. Ntsalaze
Assistant Director: Marketing and Communications



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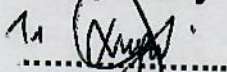
FROM: MARKETING AND COMMUNICATIONS

SUBJECT : SPECIFICATION

DATE : 07 JULY 2022

ITEM	DESCRIPTION	QUANTITY
A5 Notebook 	Moleskine A5 Notebook –TPG0035BI Product Material : Moleskine Product Size : A5 Notebook Colour : Green Branding : Silver Foil inlay Ingwe TVET College logo and slogan front cover Back Cover : College contact Details	300

Compiled by



F.B Ntsalaze

Assistant Director: Marketing and Communications

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