



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: A. Madukuda amadukuda@ingwecollege.edu.za Tel:039 940 2142

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
FIRST AID TRAINING FOR FIFTEEN (15) OFFICIALS	INGWE/072/2022	DATE: 22 August 2022	TECHNICAL: MRS M. NTOMBINI 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 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 Tax Clearance certificate and SARS TAX Compliance status with PIN
- Full 2022 CSD report (Central Supplier Database)
- Certified BBBEE certificate or Sworn affidavit
- A company municipal statement of 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.
- QCTO and HWSETA accreditation certificate.
- Joint Ventures to attach: JV Agreement, Consolidated BBBEE 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 SBD 8&9 are repealed (no longer required).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
Majwa 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: TERMS OF REFERENCE AND BOQ ATTACHED

EVALUATION CRITERIA

This bid will be evaluated in two stages:

Stage 1: Functionality (attached)

Stage 2: Price and Preferential Point system

NB: All bidders should at least obtain a minimum of 60% in stage 1 (functionality) in order to qualify for stage 2 (price and preferential point system)

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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Ingwe TVET College



Enquiries: M.N. Ntombini

Email: mntombini@ingwecollege.edu.za

Ext: 150

Terms of reference/specification for seventeen (17) Ingwe TVET College Lecturers

QUOTATION FOR THE APPOINTMENT OF AS SUITABLE SERVICE PROVIDER TO PROVIDE ICDL TRAINING TO INGWE TVET COLLEGE LECTURERS.

NO	DETAILS	NUMBER OF PEOPLE	DATES (excluding weekends & public Holidays)	Duration (in days)
1.	ICDL Foundation	17	To be confirmed	5

The service provider should take note of the following:

- Training provider must be accredited with QCTO, ICDL and MICSETA for the above mentioned training and they must provide copies of the required accreditation.
- At least 2 contactable references that you have conducted this training.
- Training provider will make use of their own facilities and training material,
- Exam Certificate of Learners is required.
- Facilitator must be a qualified ICDL Instructor.
- Training provider must submit CV and qualifications of the facilitator.

SPECIFIC OUTCOMES

1. Understanding the key concepts relating to ICT, Computers, devices and software.
2. Identify the different settings and options of an operating systems and use the built-in help .
3. To recognize good practice in the file management and be able to connect to a network.
4. To recognize considerations relating to green IT, accessibility and user health.

All enquiries must be forwarded to:

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M.N. Ntombini
HRD Unit
039 940 2142/ Ext 150

Central Office
Badibane Village
Mount Frere
Tel: 039 940 2142

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Cancele Road
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FUNCTIONALITY	REQUIRED EVIDENCE	WEIGHT	MAX VALUE (1- 5)
1.Experience			
(a) Number of clients (contactable references) or list of similar projects that the bidder has successfully undertaken in the past three years.			
5 or more clients with reference letters	A minimum of at least two 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. Contact details of clients should be also provided. NB: 0 points will be claimed where submitted clients/ references cannot be contacted.	40	5
3 - 4 clients with reference letters			4
2 - 3 clients with reference letters			3
0 - 1 clients with reference letters			0
2. Expertise			
(a) Facilitator experience, and relevant qualifications			
5 or more years' experience and qualifications	Attach CV and relevant qualifications of Facilitator, including copy of an Identity Document showing at least two years' experience in leading the similar projects. NB: 0 points will be claimed where the above is not attached and submitted	30	5
3 to 4 years' experience and qualifications			4
2 to 3 years' experience and qualifications			3
0 to 1 years' experience and qualifications			0
			0
3. Methodology / Project Implementation Plan			
Methodology and approach are fully adequate to meet the requirements of the assignment	Specific outcome 1: Demonstration an understanding of emergency scene management. Specific outcome 2: Demonstrate an understanding of elementary anatomy and physiology. Specific outcome 3: Assess an emergency situation Specific outcome 4: Apply first aid procedures to the life-threatening situation Specific outcome 5: Treat common injuries. NB: 0 points will be claimed where the above is not covered in the implementation plan.	20	5
Methodology and approach cover minimum requirements			2
Inadequate methodology and approach			0
TOTAL		90	450