



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: N.B. Dungayezi [ndungayezi@ingwecollege.edu.za](mailto:ndungayezi@ingwecollege.edu.za) Tel:039 940 2142 Ext 121

## BID NOTICE

BID DESCRIPTION	CLOSING DATE
RE – ADVERT FOR PROVISION OF TRAVEL MANAGEMENT SERVICES FOR PERIOD OF 24 MONTHS (PANEL OF 3 AGENTS)	16 SEPTEMBER 2022
BID NUMBER: INGWE/11/2021	CLOSING TIME: 11H00
A VERY COMPULSORY BRIEFING SESSION WILL BE CONDUCTED ON THE 01 SEPTEMBER 2022 AT 11H00 AT INGWE TVET COLLEGE, BADIBANISE A/A, ADMIN CENTRE, MOUNT FRERE– EASTERN CAPE.	

Ingwe TVET College invites professional, competent and experienced service providers for provisioning of travel management services. The bid documents will be available from the SCM unit upon payment of a **non-refundable** fee of **R150.00** (One hundred and fifty rand only) and be available on College website, Tender Bulletin and eTender for free. The deposit is to be paid into the College's bank account, namely **First National Bank, Branch Code: 210821, Account No.: 6203 339 0353**, with proof of deposit prior to collection of the bid document from the SCM office, bid document will be available on **Friday, 26 August 2022**

Completed Bid documents are to be placed in a sealed envelope endorsed "**RE – ADVERT FOR PROVISION OF TRAVEL MANAGEMENT SERVICES FOR PERIOD OF 24 MONTHS (PANEL OF 3 AGENTS) & BID NUMBER: INGWE/11/2021**" must be deposited in the bid box/tender box, situated at the **Reception Area, at Ingwe Administration Centre, Badibanise A/A Mount Frere 5090** not later than **11H00 on Friday, 16 September 2022.**

### THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH QUOTATIONS AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- Price(s) quoted must be valid 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 / or SARS TAX Compliance status with PIN.
- 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 2022.
- Updated CSD report (Central Supplier Database)
- Joint Ventures to attach: JV Agreement, Consolidated BBBEE certificate and letter of Signatory.
- Certified Proof of IATA certificate
- Certified Proof of ASATA certificate
- **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.**

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)

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

**Evaluation Criteria for this procurement will be as follows:**

**Stage 1 – Functionality (Attached)**

**Stage 2 – Price and Preferential Points System.**

Price Points = 80  
BBBEE verification level points = 20  
TOTAL = 100

Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contribution	Number of Points (80/20 System)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

Enquiries should be directed to:

Ms. A. Madukuda Tel: 039 940 2142 or [amadukuda@ingwecollege.edu.za](mailto:amadukuda@ingwecollege.edu.za) (Bidding process)

Ms. Z. Ndudane Tel: 039 940 2142 or [zndudane@ingwecollege.edu.za](mailto:zndudane@ingwecollege.edu.za) (Technical queries)

  
Mr. B. Nkonyane (The Principal)

Date:.....

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