



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 Ext 179

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
HIRING OF PROFESSIONAL PHOTOGRAPHY AND VIDEOGRAPHY FOR TWO (02) DAYS.	INGWE/093/2022	DATE: 07/09/2022	TECHNICAL: Ms FB. 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 may be 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 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 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 SBD 8&9 are repealed (no longer required).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
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



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TO : SCM DEPARTMENT
FROM : MARKETING AND COMMUNICATIONS
SUBJECT : SPECIFICATION FOR PHOTOGRAPHY AND VIDEOGRAPHY
DATE : 10 AUGUST 2022

SERVICE & SPECIFICATION	QUANTITY
Photography and videography for the 2022 Graduation Ceremony <ul style="list-style-type: none">▪ Video to be submitted in electronic format▪ Photos of the event to be submitted to the college in electronic format after editing.▪ Stage photos for all Graduands▪ Ceremony to be live on College Facebook page▪ Ceremony to be live on Youtube <p>NB. Each graduand will be responsible for payment of photos that are to be printed.</p>	8 hours <i>per day</i>

Compiled by

F. B. Ntsalaze
Assistant Director: Marketing and Communications

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