



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
SUPPLY AND DELIVERY OF STATIONERY FOR ADMIN CENTRE	INGWE/101/2022	DATE: 07 OCTOBER 2022	Technical: Ms N. Mayeza 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 BBEE 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.
- 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 SBD 8&9 are repealed (no longer required).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: 30 SEPTEMBER 2022

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Enquiries: N. Mayeza

nmayeza@ingwecollege.edu.za

Ext 103

Specification for stationery

NO	DESCRIPTION	QUANTITY
1	Tipex (12ml)	2
2	Staple remover	4
3	Table pen holder with metal chain	1
4	Envelopes A4 (324mm x 229mm) –C4 self-seal	2 Boxes
5	A3 Envelopes	2 Boxes
6	32GB Memory stick	03
7	Staples box of 5000 size 26/6 (12.7 mm length & 6mm breadth)	10 Pack
8	Stapler Size Medium 1 finger 15 sheets power, Paperpro 26/6 standard	04 Units
9	Tripple jell Ink pen pack of 6 assorted colours	04 Pack
10	Clutch Pencil leads size of 0.7 mm	02 Pack
11	Scissors size medium	03
12	Staedtler Eraser 2 Pack	02
13	Staedtler shatterproof rulers (30cm)	03
14	Typek A4 White Printing Papers (80g/m A4, 210x297mm, 500 sheets)	50 boxes
15	A4 Yellow Printing Papers (80g/m A4, 210x297mm, 500 sheets)	5 boxes
16	Black Pens- Pilot G-207	5 boxes
17	Puncher (Medium 2 hole)	02
18	Pritt 43g	02
19	Sharp Scientific calculator- el-531wh	03
20	Penguin Highlighters pack of 6	03
21	Pencil – 12 HB Lead Sharpened	04 Pack
22	External Hard Drive - 1TB Capacity...USB 3.0 Port...Max Data Transfer Speed 120 MB/s... Seagate Dashboard for Automatic Backup... Pre-Loaded NTFS Drive for Mac	02
23		
24	Pentel Superb Ballpoint Pen (12 Pack)(Green)	2 Boxes
25	Selotape- Clear Packing Roll (48 mm X 50 m)	03
26	File Dividers- A4 Index dividers (5-Tab Bright Board)	20 Pack
27	A4 PVC Arch lever Files 70mm	30 units
28	A4 PVC Arch lever Files 40mm	20 units
29	A4 Transparency film, 100 sheet	5 boxes

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30	A4 Slide binders 7mm, 10mm, 15mm	100 of each
31	Classic Crest Avalanche White A4 Double Thick Covers - 50pk	5 Boxes
32	RS pro Surge protection 8 way Multiplug	2
33	RS pro Electrical extension cable 5m	2
34	A4 6 drawer plastic storage system	2
35	CPT-STO-A-FILE with 5 compartments	4
36	Red Laptop Bag 16 inch (Designed for a laptop with a 16.-inch display.) A laptop compartment with a built-in foam inside will effectively protect the gaming laptop. Handle and shoulder strap. Made of a solid zipper. Compartment of the laptop bag must separated by a padding foam that can easily accommodate laptops 16- 17.3 inch, charger, tablet, iPad, iPhone, mobile power. The back pocket features a zipper for easy storage of mouse, mouse pad, data cable, and more.	1
37	Rexel Gladiator 160 Heavy Duty Stapler (Designed for high volume stapling, the elegant metal-bodied Rexel Gladiator Heavy Duty Stapler has an adjustable throat paper depth up to 70 mm, a paper guide and an easy jam release feature. It uses Rexel No. 23 staples (8-20 mm), which are loaded into the base and can staple a massive 160 sheets at once)	2

N. Mayeza
Internal Auditor



15-09-2022

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