



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: A. Madukuda [amadukuda@ingwecollege.edu.za](mailto:amadukuda@ingwecollege.edu.za)

Tel: 039 940 2142

## ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	Enquiries
SUPPLY AND DELIVERY OF STATIONERY FOR MALUTI CAMPUS (2023 ACADEMIC YEAR)	INGWE/107/2022	DATE: 18 OCTOBER 2022	Technical: MR. S. JOZANA 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](mailto: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.
- 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 SBD 8&9 are repealed (no longer required).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](http://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**

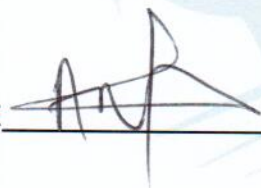
**BBBEE Points Breakdown:**

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: 11 OCTOBER 2022

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Skill the nation and let everyone prosper

TO: MR GIWU  
SUBJECT: STATIONERY 2023  
FROM: MALUTI CAMPUS

## STATIONERY REQUEST

Please find the following stationery needed for 2023 as per our projections.

ITEM	NO OF UNITS
A4 2 quire counter book	2800
A4 3 Quire counter book	2800
A4 punched pad 100 pages	1500
8 column journal 72 pages	300
Graph books 72 pages	250
Flip Files (50 pockets)	1280
Double ledger Accounting book 72 pages	300
32 gig verbatim memory sticks	300
Transcend 3Tb External hard drive(USB PORTABLE)	08
Box Bic Red pen(in pack of 50)	5
Steindler Erasers(pack of 50)	20
Box Bic green pen(in pack of 50)	2
Box Bic black pen(in pack of 50) 2000 in total quantity	60
Box Bic blue pen(in pack of 50)	3
HB Steindler Lid pencil(pack of 50)	20
Staplers paper PRO 26/6	30
Executive Files 100 Pockets	60
White Board Markers(Green, red & Black) instant waterproof	100
Neutral Smell 12 pcs in each set of 10 boxes	
<b>Sharp Scientific calculator</b>	350
Staples (5000 pieces) 26/6	36
Steadler traditional pencil 110HB	1000
Steadler Eraser	1250
Steadler 30cm ruler	1250
Maths instrument boxes	180
Boxes of A4 photocopying papers white	250 boxes





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Boxes of A3 photocopying papers white	5 Boxes									
White Board cleaner (liquid)	30									
Yellow duster	50									
Wireless Headphones	40									
Pilot pen G2-07 Red(50 in pack)	5									
Pilot pen G2-07 Blue(50 in pack)	5									
Pilot pen G2-07 Black(50 in pack)	5									
Pilot pen G2-07 Green (50 in pack)	5									
<b>Marking Stamp: Life orientation and Computer</b>	2									
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<b>Computer stamp: FONT SIZE 20</b>	XY ZWENI A. MTSHTATSHA									

Yours in quality education

Mrs CN Mgoboza