



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: L. Mnyukana lmnyukana@ingwecollege.edu.za

Tel: 039 940 2142

Ext 179

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
SUPPLY AND DELIVERY OF STATIONERY FOR MOUNT FRERE CAMPUS (2023 ACADEMIC YEAR).	INGWE/109/2022	DATE: 19/10/2022	TECHNICAL: MR S. JOZANA TEL: 039 940 2142 SCM: MR L. MNYUKANA 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 lmnyukana@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 SBD 8&9 are repealed (no longer required).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



Published on: 12 October 2022.

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Ingwe TVET College



Enquiries: M.O. Mini

Tel: 039 940 2142

TO : DEPUTY DIRECTOR ACADEMICS
DATE : 28 July 2022
RE : STATIONERY FOR 2023

DESCRIPTION	NUMBER
• Double Ledger (72 Pages)	130
• 8 Money Column (72 Pages)	130
• Mathematical Instrument Boxes	680
• Scientific Calculators (Casio FX-82ZA PLUS IIBKS)	830
• Exam Pads (A4 100 Leaves)	2370
• Counter Books A4 2 Quire	2370
• Bic Pens:- (A box of 50)	
Red	10 Boxes
Black	10 Boxes
Green	03 Boxes
Blue	05 Boxes
• Pentel EnerGel Metal Tip 0.7 mm ball	
Red	10 Boxes
Black	15 Boxes
Green	10 Boxes
Blue	2 Boxes
• Flip file (50 pockets)	4500
• Executive files (100 pockets)	30
• Pastel Pink A4 Large 75mm Lever Arch Files Folders Metal Edge	200
• Cartridge Paper A3	
Yellow	50
Green	50
Pink	50
Blue	50
White	50
• A4 Photocopying Papers	350 Boxes
• A3 Photocopying Papers	10 Boxes
• Stapler medium metallic	40
• Giant Stapler for staple length 17-24mm	05
• Staples (26/6)	60
• Staples (16-15mm)	05
• Staples (17-24mm)	05
• Staple remover	20
• Stephens Drawing pins (12mm 224 solid head box of 10)	10 (packs)
• Clutch Pencils	100

• Clutch lid 0.3 mm(4/2HB)	50
• Clutch lid 0.5 mm(4/2HB)	50
• Staedtler traditional pencil 110 HB	1000
• Stencil:-Circle	130
-radius curve	130
• Set – squares:-	
45° Singles	130
30°/60° Singles	130
• Staedtler Aluminum T-Squares	150
• Protractor	130
• Spring bow Compass	150
• Boxes of Rubber bands	5 Boxes
• Masking tape	60 rolls
• Premax steel upholstery scissors	20
• Staedtler Eraser	680
• White board markers	1000
• Prestige	50
• Bostik Pritt	50
• White board markers cleaner with duster	100 Boxes
• A4 slide binders	
:- Big	100
- Medium	100
- Small	100
• A4 spiral binders	
:- Big	100
- Medium	100
- Small	100
• A4 transparencies:-	100
• 16 GB USB'S	80
• 2 GB USB'S for L4 students	170
• 2 TB External hard-drive (USB portable device)	03
• Pentel correction pen extra fine ZL72-W White	30
• Quotation folder clear front for filing punched papers, flat bar fastening mechanism with locking clamp holds papers securely	10
• Bantex clipboard 4210 A4 PVC folding clipboard with inner pocket, pen holder and nickel plated pad clip	40
• Stabiloboos highlighter set of 8 assorted colours	10
• Staedtler 30cm ruler	680
• Art & Sound Noise-Canceling Over-Ear Headphones, with built-in mic	160
• 500GB External hard-drive (USB portable device)	50
• DVD RW	10
• Chalks	50 boxes
• Punchers	40
• Pen holders	15
• Mathematical Graph paper	Box

<ul style="list-style-type: none"> Signature Stamps 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> M.O. Mini Changeable date </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> T.E. Ngwane Changeable date </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> M. Mlotywa Changeable date </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> V. Neti Changeable date </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> L.P. Moni Changeable date </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> L.L. Sikisi Changeable date </div>	06												
<ul style="list-style-type: none"> Stamp 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> HOP FUNDAMENTALS DATE:././... </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> HOP ENGINEERING DATE:././... </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> HOP BUSINESS STUDIES DATE:././... </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> HOP FINANCE & MARKETING DATE:././... </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> HOD BUSINESS STUDIES DATE:././... </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> HOD FUNDAMENTALS DATE:././... </div>	06												
<ul style="list-style-type: none"> Language Stamps 	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">C</th> <th style="width: 25%;">G/S</th> <th style="width: 25%;">L</th> <th style="width: 25%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	C	G/S	L	TOTAL									10
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<ul style="list-style-type: none"> Marking Stamps 	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">A</th> <th style="width: 33%;">D/M</th> <th style="width: 33%;">T</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	A	D/M	T							10			
A	D/M	T												
<ul style="list-style-type: none"> Registration Stamps 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> ACCEPTED SIGNATURE: DATE: </div>	8												

<ul style="list-style-type: none">Assessment Stamps <div data-bbox="475 286 954 548" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"><p style="text-align: center;">INGWE TVET COLLEGE MOUNT FRERE CAMPUS</p><p style="text-align: center;">ASSESSMENT APPROVED</p><p>HOD SIGN:</p><p>DATE:</p></div>	8

ASANOJA TITIANA
