



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: L. Mnyukana

Tel:039 940 2142

Ext 179

## ADVERT

| BID DESCRIPTION  | BID NO         | CLOSING DATE     | ENQUIRIES  |
|--|----------------|------------------|--|
| SUPPLY AND DELIVERY OF STATIONERY FOR INNOVATION AND DEVELOPMENT SECTION AT ADMIN CENTRE | INGWE/043/2023 | DATE: 11/05/2023 | TECHNICAL: MR. L. MATETELA<br>TEL: 039 940 2142<br>SCM: MR. L. MNYUKANA<br>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](mailto: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.
- 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 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 SBD 8&9 are repealed (no longer required).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.
- **Only quotations sent to the above-mentioned e-mail address will be accepted.**

Central Office  
Urbanise 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

Sifeto 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**

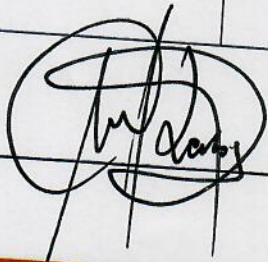
The 80/20 preferential procurement point system will be applied as the project is estimated to be more than R30 000.00.  
 Price - 80 point  
 Specific goals - 20 points

*“On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023”*

**SPECIFIC GOAL POINTS BREAKDOWN**

| SPECIFIC GOALS   | PREFERENCE POINTS ALLOCATED OUT OF 20 | DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS   |
|--|---------------------------------------|---|
| <b>Black ownership:</b> An EME or QSE which is at least 51% owned by black people  | 8                                     | <ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> </ul>   |
| <b>Women ownership:</b> An EME or QSE which is at least 51% owned by women   | 4                                     | <ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> </ul>   |
| <b>Youth ownership:</b> An EME or QSE which is at least 51% owned by youth. (Up to 35 years of age)  | 4                                     | <ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> </ul>   |
| <b>Disability:</b> An EME or QSE which is at least 51% owned by people with disability   | 2                                     | <ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> <li>Medical certificate</li> <li>SASSA registration or confirmation of disability from a relevant authority.</li> </ul> |
| <b>Locality:</b> Located in the OR Tambo District municipality, Alfred Ndzo District Municipality, and the Joe Gqabi District Municipality | 2                                     | <ul style="list-style-type: none"> <li>Municipal rates account OR</li> <li>Letter from councilor confirming residence or Lease Agreement</li> </ul>   |
| Non – submissions  | 0                                     | <ul style="list-style-type: none"> <li>No points will be claimed if the bidders failed to submit the required documents</li> </ul>  |

SIGNATURE \_\_\_\_\_



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TO : DEPUTY DIRECTOR INNO. & DEVELOPMENT.  
DATE : 14 NOVEMBER 2022  
RE : STATIONERY FOR PLACEMENT OFFICE

| DESCRIPTION   | NUMBER                           |
|---|----------------------------------|
| <ul style="list-style-type: none"> <li>File dividers</li> </ul>   | 05                               |
| <ul style="list-style-type: none"> <li>Pentel Energel Metal Tip 0.7 mm ball</li> <li>Bic clic ball pen black</li> </ul> | 02 Boxes<br>02 Boxes<br>50 Boxes |
| <ul style="list-style-type: none"> <li>A4 Photocopying Papers</li> </ul>  | 05                               |
| <ul style="list-style-type: none"> <li>Stapler paper pro</li> </ul>   | 05                               |
| <ul style="list-style-type: none"> <li>Staples (26/6)</li> </ul>  | 01                               |
| <ul style="list-style-type: none"> <li>Rexel Giant Stapler 100 sheet heavy duty</li> </ul>                              | 05                               |
| <ul style="list-style-type: none"> <li>Staple remover</li> </ul>  | 05                               |
| <ul style="list-style-type: none"> <li>Lead pencil black lead core (3mm) wood casing and painted</li> </ul>             | 05                               |
| <ul style="list-style-type: none"> <li>STD Heavy Duty Giant puncher</li> </ul>  | 05                               |
| <ul style="list-style-type: none"> <li>File Fastener 80mm</li> </ul>  | 01                               |
| <ul style="list-style-type: none"> <li>Scissors RS PRO 150 mm</li> </ul>  | 20 Boxes                         |
| <ul style="list-style-type: none"> <li>White board markers cleaner with duster</li> </ul>                               | 02                               |
| <ul style="list-style-type: none"> <li>Bostik</li> </ul>  | 04                               |
| <ul style="list-style-type: none"> <li>Pritt glue stick 43g</li> </ul>  | 0                                |
| <ul style="list-style-type: none"> <li>A4 binding transparencies:-</li> </ul>   | 05                               |
| <ul style="list-style-type: none"> <li>16 GB USB'S</li> </ul>   | 100 units                        |
| <ul style="list-style-type: none"> <li>Correctional fluid (20 ml)</li> </ul>  | 06                               |
| <ul style="list-style-type: none"> <li>Highlighter set of 8 assorted colours</li> </ul>                                 | 05                               |
| <ul style="list-style-type: none"> <li>Sticky notes (sign here)</li> </ul>  | 05                               |
| <ul style="list-style-type: none"> <li>3 X 3" 6 pads/pack, 100 sheets Sticky notes</li> </ul>                           | 3 packs                          |
| <ul style="list-style-type: none"> <li>Rubber bands (pack of 100s)</li> </ul>   | 03 packs<br>02                   |

Central Office  
Bedibane Village  
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Lafette Road  
Mount Frere  
Tel: 039 940 2142 ext 200

Ngqungqushu Campus  
Mogwa Road  
Lusikuzi  
Tel: 039 940 2142 ext 300

Sifiso Campus  
Mlanga Village  
Bizana  
Tel: 039 940 2142 ext 400

Maloti Campus  
Mt. Rose  
Makuti  
Tel: 039 940 2142 ext 500

Mt Fletcher Campus  
H. J. van der Merwe  
Mossburn  
Tel: 039 940 2142 ext 600

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