



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: A .MADUKUDA

Tel:039 940 2142

Ext 171

ADVERT

| BID DESCRIPTION | BID NO | CLOSING DATE | ENQUIRIES |
|--|----------------|------------------|--|
| Professional services:Intermediate project management training for fifteen (15) officials. | INGWE/040/2024 | DATE: 30/07/2024 | TECHNICAL: MRS.S.SAWULA 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.
- Updated CSD (Central Supplier Database) report.
- Valid proof of accreditation on ETDPSSETA/LGSETA
- 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 SBD 8&9 are repealed (no longer required).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
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

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**NB: SPECIFICATION ATTACHED
EVALUATION CRITERIA WILL BE AS FOLLOWS:**

Stage 1 - Functionality (Attached)

Functionality will be evaluated based on capacity and experience, bidders who do not meet the minimum functionality assessment of 70% will be considered non-responsive and will not be evaluated further.

Stage 2 - Price and Specific goals

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 (PPFA), 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 |
|---|--|--|
| Black ownership: An EME or QSE which is at least 51% owned by black people | 8 | <ul style="list-style-type: none"> ID Copy CIPC (Company registration) CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) |
| Women ownership: An EME or QSE which is at least 51% owned by women | 4 | <ul style="list-style-type: none"> ID Copy CIPC (Company registration) CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) |
| Youth ownership: 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"> ID Copy CIPC (Company registration) CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) |
| Disability: An EME or QSE which is at least 51% owned by people with disability | 2 | <ul style="list-style-type: none"> ID Copy CIPC (Company registration) CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) Medical certificate SASSA registration or confirmation of disability from a relevant authority. |
| Locality: Located in the OR Tambo District municipality, Alfred Nzo District Municipality, and the Joe Gqabi District Municipality | 2 | <ul style="list-style-type: none"> Municipal rates account OR Letter from councilor confirming residence or Lease Agreement |
| Non – submissions | 0 | <ul style="list-style-type: none"> No points will be claimed if the bidders failed to submit the required documents |

SIGNATURE

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Enquiries: SS Sawula smafalala-sawula@ingwecollege.edu.za 039 940 2142 Ext 150

Terms of reference/ Specification for 15 officials

Quotation for the appointment of a suitable service provider to provide Project Management training for 15 Ingwe TVET College officials.

| No | Details | Number of officials | Dates (Excl weekends & public holidays) | Duration (in days) |
|----|--------------------|---------------------|---|--------------------|
| 1. | Project Management | 15 | To be confirmed | 5 days |

US ID: 120385, 123462, 120372

The service provider should take note of the following:

- Training Provider must be ACCREDITED with ETDPSSETA or LGSETA
- Must have a National Diploma in Project Management.
- At least 3 contactable references that you have conducted this training or similar training.

Outcomes and Unit Standards

1. 120385- Apply a range of management tools and techniques.
2. 123462- Demonstrate knowledge and understanding of the project support services environment.
3. 120372- Explain Fundamentals of project management
4. Issue certificates at the end of the training.

All enquiries will be forwarded to:

SS SAWULA

HRD UNIT

Central Office
Badibanise Village
Mount Frere
Tel: 039 940 2142

Mount Frere Campus
Cancele Road
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Tel: 039 940 2142 ext.500

Mt Fletcher Campus
Hospital Area
Mount Fletcher
Tel: 039 940 2142 ext.600

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| FUNCTIONALITY | | REQUIRED EVIDENCE | POINTS ALLOCATION |
|---|----|---|-------------------|
| Experience - (a) Number of clients (contactable references) or list of similar projects that the bidder has successfully undertaken in the past five years. | | | |
| 5 or more clients with reference letters | 50 | A minimum of at least three reference together with appointment letters from satisfied previous clients that have been serviced in the past five years should be provided; the submission must be on the relevant client's letterhead and signed. Contact details of clients should be provided also. NB: 0 points will be claimed where submitted clients/ references cannot be contacted and there will be no points if the attached reference letter is not accompanied by the appointment letter. | 50 |
| 4 clients with reference letters | 40 | | |
| 3 clients with reference letters | 30 | | |
| 0 – 2 clients with reference letters | 0 | | |
| 2. Expertise- Facilitator's experience, and relevant qualifications | | | |
| 7 or more years' experience and qualifications | 30 | Attach CV, Copies of qualifications (at least NQF L6 in Project Management and valid ETDPSETA registration for the Facilitator/ Assessor) including a copy of an Identity Document, showing at least five years' experience in leading similar projects. NB: 0 points will be claimed where the above is not attached and submitted | 30 |
| 6 years' experience and qualifications | 20 | | |
| 5 years' experience and qualifications | 10 | | |
| Less than 5 years' experience and qualification | 0 | | |
| 3. Methodology / Project Implementation Plan | | | |
| Methodology and approach are fully adequate to meet the requirements of the given task. | 20 | Appropriateness of the tools used by the organization and how they will satisfy the requirements of the assignment. The Service provider has to demonstrate knowledge of activities outlined in the project. | 20 |
| Methodology and approach cover minimum requirement. | 10 | | |
| Inadequate methodology and approach to meet the College needs. | 0 | | |
| TOTAL | | | 100 |