



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: S. Ngodwana

Tel: 039 940 2142

Ext 181

BID NOTICE

BID DESCRIPTION	BID NUMBER	COMPULSORY BRIEFING SESSION	CLOSING DATE
PROVISION OF SHORT-TERM INSURANCE SERVICES FOR A PERIOD OF TWELVE (12) MONTHS	INGWE/23/2025	DATE : 29 SEPTEMBER 2025 TIME : 11H00 VENUE: VIRTUAL	13 OCTOBER 2025 CLOSING TIME: 11:00AM

NB: A virtual compulsory briefing session will be conducted on Microsoft team on Monday, 29th September 2025 at 11H00. All bidders who are interested to be a part/attend the Virtual Compulsory Briefing Session will be required to RSVP before 14H00 on Friday, 26 September 2025 to the following e-mail address: sngodwana@ingwecollege.edu.za in order for them to get a link.

NB: All bidders who fail to RSVP before 14H00 on Friday, 26 September 2025 will not be part of the virtual compulsory briefing session.

Ingwe TVET College invites professional, competent and experienced service providers to render the legal services to the College. The bid documents will be available from the SCM unit upon payment of a **non-refundable** fee of **R 250.00** (Two hundred and fifty rand only) and be available on College website, Tender Bulletin and eTender for free. The deposit is to be paid into the College's bank account, namely **First National Bank, Branch Code: 210821, Account No.: 6203 339 0353**, with proof of deposit prior to collection of the bid document from the SCM office, bid document will be available on **Friday, 19 September 2025**.

Completed Bid documents are to be placed in a sealed envelope endorsed "**PROVISION OF SHORT-TERM INSURANCE SERVICES FOR A PERIOD OF TWELVE (12) MONTHS – BID NUMBER: INGWE/23/2025**" must be deposited in the bid box/tender box, situated at the **Reception Area, at Ingwe Administration Centre, Badibanise A/A, Mount Frere 5090** not later than **11H00 on Monday, 13 October 2025**.

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH QUOTATIONS AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- Price(s) quoted must be valid at least ninety (90) 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 / or SARS TAX Compliance status with PIN.
- 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.
- Updated CSD report (Central Supplier Database).
- Joint Ventures to attach: JV Agreement and letter of Signatory.
- Certified valid proof of registration on Financial Services Board (FSB)

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;

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

- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions will invalidate your offer.

Please note the following:

- Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions as this may lead to bids being declared non – responsive.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
- DO NOT USE CORRECTION FLUID as this will invalidate your submission.

Evaluation Criteria for this procurement will be as follows:

Stage 1 – Functionality (Attached)

All bidders must at least obtain a minimum of 70% in stage 1 (functionality) in order to qualify for stage 2 (price evaluation and specific goals).

Stage 2 - Price and Specific goals

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
Black ownership: An EME or QSE which is at least 51% owned by black people	6	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond 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 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 to be awarded points).
Disability: An EME or QSE which is at least 51% owned by people with	2	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration). • CSD report (the ownership status of the

disability		2 documents must correspond to be awarded points) <ul style="list-style-type: none"> • Medical certificate • SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the OR Tambo District municipality, Alfred Ndzo District Municipality, and the Joe Gqabi District Municipality	4	<ul style="list-style-type: none"> • Municipal rates account OR • Letter from councillor 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.

Enquiries should be directed to:

Mr. S. Mdunyelwa Tel: 039 940 2142 or smdunyelwa@ingwecollege.edu.za (Bidding process)

Ms. B. Ntshaba Tel: 039 940 2142 or bntshaba@ingwecollege.edu.za (Technical queries)

Signed by 
 Dr. R.S. Radile
 The Acting Principal
 Date 12/09/2025