



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: L. Mnyukana

Tel: 039 940 2142

Ext 120

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
HIRING OF A PROFESSIONAL PHOTOGRAPHY AND VIDEOGRAPHY FOR GRADUATION CEREMONY AT MALUTI CIVIC CENTRE	INGWE/121/2026	DATE: 14/07/2026	TECHNICAL: MS. F.B. NTSALAZE 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.
- 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 SBD 8&9 are repealed (no longer required).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
Badibanise Village
Mount Frere
Tel: 039 940 2142

Mount Frere Campus
Cancete Road
Mount Frere
Tel: 039 940 2142 ext.200

Ngqungqushu Campus
Magesa Road
Lusikiski
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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EVALUATION CRITERIA

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

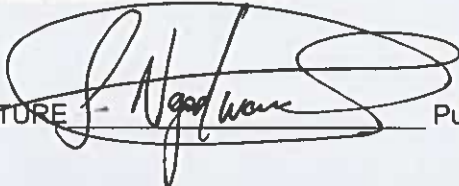
Price	- 80 point
Specific goals	- 20 points

"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
Black ownership: An EME or QSE which is at least 51% owned by black people	8	- 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	- 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	- 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 disability	2	- ID Copy - CIPC (Company registration) - CSD report (the ownership status of the 2 documents must correspond 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 Ndzo District Municipality, and the Joe Gqabi District Municipality	2	- Municipal rates account OR - Letter from councilor confirming residence or Lease Agreement
Non – submissions	0	No points will be claimed if the bidders failed to submit the required documents

NB: SPECIFICATION ATTACHED

SIGNATURE 

Published on: 07 July 2026

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TO : SCM DEPARTMENT
FROM : MARKETING AND COMMUNICATIONS
SUBJECT : SPECIFICATION FOR PHOTOGRAPHY AND VIDEOGRAPHY
DATE : 07 JULY 2026

SERVICE & SPECIFICATION	QUANTITY
4k video cameras with tripod stands	3
Cameras for still pictures with tripod stands	3
Vision switcher X 4 channels	1
360 photobooth	1
LED P3 resolution (Outdoor Screen) (2 x 1m)	2
Edited video for the whole ceremony	
Live streaming of the graduation ceremonies on Facebook and YouTube	
Edited high resolution photos captured at different angles	
Edited cuter ways	
Provision for sign language interpreter	
3 references for previous graduation ceremonies photographed	
Sound system 4x Tops 2x Sub bass 1x Podium microphone on stand 1x Digital MIXER and 1 stage box 2 cat 6 cable 1 technician	
Compulsory dry run a day before the event	

Other details

- Venue : Maluti Civic Centre
- Date : 17 September 2026
- Session 1 : 289 Graduands
- Session 2 : 300 Graduands

Compiled by

F. B. Ntsalaze

Assistant Director: Marketing and Communications

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