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REFERENCE	LET RFQ -#CO 2018- 08/001
ENQUIRIES	Moichela MV
EXTENTION	228

31 August 2018

QUOTATIONS ARE HEREBY INVITED FROM ACCREDITED TRAINING PROVIDERS FOR THE FACILITATION OF A LEARNERSHIP PROGRAMME IN NATIONAL CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS CHAINSTORE OPERATIONS NQF LEVEL 2 SAQA ID 58206.

SPECIFICATION:

ITEM NR	DESCRIPTION	SPECIFICATIONS	QUANTITY
1	Training provider based Facilitators x2 to facilitate the theoretical part of the learnership and conduct work placement at Hoedspruit, Tzaneen and Ga – Mamaila village in Sekgosesese.	Facilitate the 30% (theory) of the structured learning component of the programme for eighty (80) learners distributed among three training venues viz. Letaba TVET College Tzaneen Campus 65-learners, Hoedspruit 10-learners and Sewatumong in Sekgosesese 10-learners. Provide learner support to ensure learners attain the required number of credits within the expected time frames. Facilitators x 2 should provide own audio-visuals viz. laptop, projector, flipcharts and pens.	85 learners

Quotations must be submitted with the FORMS following which are attached to the email:

- Annexure B: SBD 2 – Tax clearance certificate requirements
- Annexure C: SBD 4 – Declaration of Interest
- Annexure F: SBD 8 - Declaration of Bidder's past supply chain management practices
- Annexure G: SBD 9 – Certificate of Independent Bid Determination

Quotations must also be submitted with the following documents;

- Valid Tax Clearance Certificate
- Company registration documents
- Certified ID Copies of Directors (*Not older than three months*)
- Proof of registration on Central Supplier Database
- Proof of accreditation or programme approval for **SAQA ID: 58206**

Closing date is 03 September 2018, to be submitted via email to moichelav@letabafet.co.za and/or centraloffice@letcol.co.za by 11:00 a.m.

Email subject should have reference: LET RFQ -#CO 2018- 08/001

The quotations should reach the college not later than **03 September 2018**.

GENERAL CONDITIONS: (Sign at the bottom and attach to your documents to be submitted back to the College)

1. **Submissions after closing date will not be accepted.**
2. No quotes greater than **R30 000** will be accepted without a **valid TAX CLEARANCE CERTIFICATE**.
3. For quotations above **R30 000**; **B-BBEE certificate** should be submitted to claim points.
4. Service providers are welcome to inspect the venues before quoting.
5. The Treasury Regulations stipulate that all service providers dealing with public institutions **will be paid not later than 30 days after receiving all required documentation**.
6. No payment for the provision of a service, the supply of goods or the execution of work shall be processed unless a tax invoice containing a reference to the relevant purchase order and delivery note if applicable, has been received.
7. Deposits will only be paid with the express approval of the Accounting Officer, who should be satisfied that there are compelling reasons for making such payments.
8. All payment shall as far as possible be effected by means of electronic transfer and not by cheque.
9. **It is your responsibility to constantly** update your vendor registration data.
10. Quotes will only be considered if it is according to the specifications given. Please ensure that all relevant information is stated on quote e.g. Vat, Transport cost, delivery period and validity of quotation.
11. It is assumed that you agree with these conditions by quoting.

Submission checklist:

Quotation agrees to the specification:	
Returned before closing date:	
Tax clearance certificate submitted for quotes > R30 000:	
B-BBEE submitted for quotes > R30 000:	
Proof of banking details in name of company	
SBD 2	
SBD 4	
SBD 8	
SBD 9	

PROCUREMENT OFFICE

SUPPLIER OF GOODS/SERVICE

KNOWLEDGE IS LIFE