

Letaba TVET College



SPECIFICATION

RFQ LET-MAR-01-01-2022

**REQUEST FOR QUOTATIONS: SUPPLY AND DELIVERY OF STAFF
DIARIES FOR STAFF FOR CENTRAL OFFICE**

Closing date: 21 January 2022

Time: 11:00 a.m.

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF LECTURER'S LAPTOPS AT TZANEEN CAMPUS.

INTRODUCTION

Letaba TVET College is looking for service provider to supply and delivery of Staff diaris and extended management.

PROFILE OF THE SERVICE PROVIDER

Any service provider who has capacity to deliver the service as per customer's requirements has the opportunity to bid for this offer.

SCOPE OF WORK

The scope of the project work covers the supply and delivery of staff diaries and extended management and 242 diaries for all staff members and copper pens as per specification.

- **In scope**

1. Supply and deliver 08 extended management diaries and copper pen as per specification
2. Service provider to submit a project plan for delivery and installation.

- **Out of scope**

Supply of any item not listed under the **pricing schedule** list.

EVALUATION CRITERIA

LETABA TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

The following evaluation criteria will be utilized to determine a suitable service provider.

All bids will be evaluated in terms of Preferential Procurement Policy Framework.

There will be a two-stage evaluation process comprising of:

- Stage 1- Prequalification evaluation,
- Stage 2- 80/20 Preference Point Scoring System where 80 points out of 100 allocated for price and 20 points out of 100 will be for B-BEEE.

Stage 1: Prequalification

1. Valid Tax Clearance Certificate.
2. CIPC Registration documentation
3. Certified ID copies of all directors/shareholders not older than 3 months.
4. Central Supplier Database (CSD) Registration Report
5. Business municipal account or lease agreement or proof of Business address. The business should ensure they are not indebted with the organ of state (Municipal)
6. Fully Completed SBD 1, 4,8 & 9
7. Signed Quotation/Pricing schedule

Stage 2: 80/20 Preference point system

- Price 80
- B-BBEE status level of contributor 20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, Letaba TVET College will adhere to its policy on the appointment of service providers.

BID CONDITIONS

- 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. 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.

5. The college reserve the right to not accept or return products that are not according to the specification or as per the required standard

6. The **General Conditions of Contract** issued by National Treasury applies.

7. 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.

8. All payment shall as far as possible be affected by means of electronic transfer and not by cheque.

9. Goods to be delivered within 30 days working day after the order has been issued

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. **NB Quotation should be valid for at least 60 days**

11. It is assumed that you agree with these conditions by quoting.

<p style="text-align: center;">MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION</p>
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1. Valid Tax Clearance Certificate.
2. CIPC Registration documentation
3. Certified ID copies of all directors/shareholders
4. Central Supplier Database (CSD) Registration Report
5. Business municipal account or lease agreement or proof of Business address. The business should ensure they are not indebted with the organ of state (Municipal)
6. Fully Completed and signed SBD 1, 4, 8 & 9
7. At least one (1) proof of experience in Printing, supplying & delivery of branding (Attach signed Testimonials/Purchase)
8. order/appointment letter that are verifiable)
9. Signed Quotation/Pricing schedule.
10. Project plan that indicates the timelines.

SUBMISSION OF BIDS AND ENQUIRIES

Quotations can be emailed to makgakgame@letcol.co.za or hand delivered at SCM office at the following address:

Letaba TVET College

1 Claude Wheatley Street

Tzaneen

0850

The closing date is **21 January 2022 at 11: 00 am. No late submissions will be accepted!**

Technical Enquiries: Sebela SD at Tel No: (015) 307 5440 and or sebelasd@letcol.co.za.

PRICING SCHEDULE

This pricing schedule must not be modified at all and if retyped all line items in order as stated below to be included. The successful Service Provider is expected to supply items as indicated in the Specification table below:

Install items as indicated in the Specification table below:

ITEM NO.	DESCRIPTION	DOQ	QTY	Amount	Total
CENTRAL OFFICE					
DIARIES AND PENS FOR EXTENDED MANAGEMENT: A VEGAN SUEDE DIARY & PEN CORPORATE GIFT SET-BLACK FOR EXTENDED MANAGEMENT					
1.	Color: Red & Blue Material: vegan suede finish Copper pen size:2705(L)x18.3(W)x2.8(D) Additional Info: Include A4 vegan suede diary and rhombus ball point pen		08		08

	<p>packaging: Gift</p> <p>Diary Specification:</p> <ul style="list-style-type: none"> • Blue and red vegan outer cover • College logo on the bottom right corner of the outer cover in gold • Calendar year vertically written from top left corner of the outer cover in gold • Diary days should be week days • Diary should have tittles at the top center: • The College Principal • Deputy Principal: financial services • Deputy Principal: Academic Services • Deputy Principal: corporate Services • Tzaneen Campus Managers • Maake Campus Managers • Giyani Campus Managers • Modjadji Campus Managers <p><u>Pen Specification</u></p> <ul style="list-style-type: none"> • <u>Black Copper Pen</u> x8 				
2.	<p><u>DIARIES AND PENS FOR SUPPORT STAFF AND LECTURERS: A4 SATIN DIARY & CORPORATE GIFT SET-SET:</u></p> <ul style="list-style-type: none"> • Colour (S): Red and Blue • Material: PU Satin Finish • Copper Pen Size: Size:27.5(L)x18.3(W)x2.8(D) • ADDITIONAL INFO: INCLUDE A4 SATIN DIARY AND RHOMBUS BALL POINT PEN <p>PACKAGING: GIFT</p> <p>DIARY SPECIFICATION:</p> <ul style="list-style-type: none"> • 242X A4 Satin diaries 				

	<ul style="list-style-type: none"> • Blue and red outer covers • College logos and Calendar year on the outer cover in gold • Diary days should be weekdays <p>Motivational quote for every weekday</p> <ul style="list-style-type: none"> • <u>Pen Specification</u> <p>black copper pen x 242</p>		
		SUB TOTAL	
		VAT	
		G-TOTAL	

Grand total = R.....

NB: All prices should be inclusive of VAT if applicable.