

# ETDP SETA: REQUEST FOR QUOTATION

**NB:** This form must be completed in detail, signed by the bidder and be forwarded to the ETDP SETA Supply Chain Management Unit. Failure to comply with these requirements may result in the quotation being disregarded.

NAME OF BIDDER OR FIRM	
COMPANY NAME:	
ADDRESS:	
TEL NO.	
FAX NO.	
CONTACT PERSON:	
CLOSING DATE AND TIME	REQUEST FOR QUOTATION NUMBER
16/03/2023	REQ NO – 233 – RE-ADVERTISEMENT



Quantity	Description:	Price
	<b>Placement of Corporate Services Manager</b>	
	Placement fee as a %	
	Once-off placement fee amount	
	(only payable should one of the recommended candidates be appointed by the ETDP SETA. Refer to section 1 below)	
	VALUE ADDED TAX @ 15 %	
	Total Quotation Price	

1. **Key deliverables:**

Provide the ETD P SETA with Curriculum Vitaes (CVs) of 3 candidates who meet the job requirements of the post in line with the job advert, attached as Annexure A.

2. **Mandatory documents:**

Documents must be completed in full and signed – failure to do so will lead to disqualification.

- Fully completed and signed SBD 4 Form

3. According to PPR of 2022 ETD P SETA will apply 80/20 as follows:

80 points for price

20 points for supporting following special goals:

PREFERENCE GOAL	80/20	Documents for verification
<b>GOAL 1 – Ownership</b>	<b>15</b>	
<b>Maximum Points</b>		
Business owned by more than 50% black persons	8	ID copy of Director/Owner and CSD report
Business owned by less than 50% black persons	2	ID copy of Director/Owner and CSD report
Business owned by more than 50% black women	4	ID copy of Director/Owner and CSD report
Business owned by less than 50% black women	1	ID copy of Director/Owner and CSD report
Business owned by more than 50% youth(14-35 years)	2	ID copy of Director/Owner and CSD report
Business owned by more than 50% disabled persons	1	Medical report/Certificate
<b>GOAL 2 – Economic Reconstruction and Recovery Programmes</b>	<b>5</b>	<b>Documents for verification</b>
<b>Maximum Points</b>		
SMME/QSE/EME/Cooperatives/NPCs/NPOs/CBOs	2	B-BBEE Certificate/Sworn Affidavit/Company registration documents
Promotion of business located in the province where goods and services are required	2	CSD and proof of municipal account /affidavit
Promotion of business located in South Africa	1	CSD and proof of municipal account /affidavit

**NB: Should a supplier not submit the below documentation it will score 0 for that specific special goal:**

- B-BBEE Certificate/ Sworn Affidavit
- ID copy of Director/Owner
- CSD report
- Disability Medical report/Certificate
- Company registration documents
- Proof of municipal account

**Does the offer comply to specification?** If not, furnish details of deviation in space provided for "Remarks"

**REMARKS ( IF ANY)**

STATE DELIVERY PERIOD: Definite period/s must be stated e.g. 1 day, 1 week.

<b>ETDP SETA</b> <b>SUPPLY CHAIN MANAGEMENT UNIT</b> <b>UMOYA HOUSE 2-6 NEW STREET</b> <b>MARSHALLTOWN JHB</b>  <b>ENQUIRIES: PRECIOUS LEBEA</b> E: <a href="mailto:PreciousL@etdpseta.org.za">PreciousL@etdpseta.org.za</a>  <b>AWARDEES ENQUIRIES: SIPHESIHLE KHONJELWAYO</b> E: <a href="mailto:Siphesihlek@etdpseta.org.za">Siphesihlek@etdpseta.org.za</a>			<b>DELIVERY ADDRESS</b>  <b>ETDP SETA HOUSE</b> <b>2-6 NEW STREET SOUTH</b> <b>MARSHALLTOWN</b> <b>JHB</b> <b>CONTACT PERSON: MANKWELE</b> <b>QUOTATION MUST BE:</b>  <div><div>1. SIGNED <i>BY SUPPLIER</i></div><div>2. INSERT BUSINESS STAMP ON RFQ FORM</div><div>3. OR BE IN THE COMPANY'S LETTERHEAD AND SIGNED</div><div>4. NO QUOTATION WILL BE CONSIDERED WITHOUT A SIGNATURE.</div></div>	
<div><div>SIGNATURE ADMINISTRATOR</div><div>SIGNATURE SUPPLIER</div></div>				
<b>VALIDITY PERIOD:</b>	60 DAYS			