



# BID

## Bid Notice: NWCETC 005/2022

CONTRACT FOR SUPPLY AND DELIVERY OF STATIONERY (LECTURERS, CENTRE MANAGERS AND LEARNER PACKS) FOR NW CET COLLEGE

**Closing date: 22 November 2022**

**Time: 11:00 a.m.**

### **Purpose of the assignment**

The purpose of the assignment is to appoint a Service Provider for the supply and delivery of stationery packs for lecturers, centre managers and learner packs.

### **Background**

North West Community Education & Training College intends to have a service provider who will supply and deliver of stationery packs for lecturers, centre managers and learner packs.

### Invitation to tender

The purpose of this invitation to tender is to invite potential service providers to submit bids that will allow the College to evaluate quotations for the supply and delivery of stationery packs for lecturers, centre managers and learner packs.

Based on the quality of the bids submitted, the College intends to select preferred service provider(s) with a view of concluding a Service Level Agreement (SLA) where applicable with such successful bidder. The bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA) No 5 of 2000 and Preferential Procurement Regulations (PPR) of 2011, using 80/20 preference point system.

A valid bid will constitute of the following documents:

- a) A properly completed tender offer and declarations form with the original signature/s of the appropriately delegated employee/s or owner of the bidding company;
- b) A bid submission explaining the full scope of the work tendered for in line with the Terms of reference;
- c) Prices must be all inclusive (including **VAT** for registered vendors only) and the proposed price must be signed with the original signature/s of the appropriately delegated employee/s or owner of the bidding company;
- d) A tax clearance certificate that will remain valid on the closing date of the tender; and
- e) Any documents that serve as supporting documents to the above (properly referenced to the information it supports).

This document includes the following annexure(s) which the bidders need to be familiar with and use to prepare their submissions:

Documents to be completed & submitted:	Completed & submitted (Yes/No)
Annexure A: SBD 1 – Invitation to bid	
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	
Tax Clearance certificate	
Company registration documents	
Certified ID Copies of Directors	
Joint venture agreement and Power of attorney in case of joint ventures.	
Company profile	
Letter of good standing from the bank account	
B-BBEE certificate	

## 1. Special Conditions of Tender

### 1.1. Closing time and date

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- 1.1.1 The closing time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.
- 1.1.2 All bids must be submitted in a sealed envelope bearing the bid number and bid description.
- 1.1.3 All bids must be received before the closing time and date stipulated above and must be deposited in the bid box at the address indicated in this document.

## **1.2 Submission of tenders**

- 1.2.1 Proposals must be submitted in a sealed envelope; if a tender submission is not in an appropriately sealed envelope or package, it may invalidate the tender and lead to disqualification from the tender process.
- 1.2.2 All bids must be posted or hand delivered at the following address:

**Physical Address:**  
**45 Van Velden Street**  
**Brits,**  
**0250**

## **1.3 ENQUIRIES**

No claim shall exist by any supplier/service provider, the Accounting Officer or the Tender Committee for any reason arising out of the tender including but not limited to, the decision taken by North West CET College in respect of its choice of supplier, the process followed.

Should any bidder have any enquiries relating to this invitation to bid, such inquiries may only be addressed to the person/s mentioned below:

Technical terms of Reference:  
Ms. K Moeng  
Email: [KMoeng@NW.CETC.edu.za](mailto:KMoeng@NW.CETC.edu.za)  
Telephone Number: 012 110 4470

## **1.4 Partial Submissions**

Partial submissions will not be accepted as valid bids.

## **1.5 Payment Conditions (Advances)**

- 1.5.1 Payments will only be made within thirty (30) days after the service has been successfully rendered and certified by the Deputy Principal Finance, Principal or his/her delegated Official and on the provision of a valid tax invoice by the supplier 30 (thirty) days after the date of delivery of goods/services.
- 1.5.2 No advance for/of payment will be allowed.

## **1.6 Contract period**

- 1.6.1 The contract period will be from the date of appointment letter or Service Level Agreement.

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## **1.7 Cancellation of Tender**

- 1.7.1 The North West CET College retains its right to cancel any bid without notice or specifying reasons;
- 1.7.2 A bid may be cancelled and re-advertised should the committee direct so, due to inadequate responses or due to a major change in ToR or procurement procedure.

## **1.8 Status of Special Conditions of Tender and Tender Terms of Reference**

- 1.8.1 If any of these special conditions or tender Terms of reference (ToR) in this invitation to bid document are in conflict with the "General Terms and Conditions of Tenders invited by the North West CETC College then these special conditions, and/or tender ToR, shall apply.

## **1.9 Validity**

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **90 (ninety)** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

# **EVALUATION CRITERIA**

**NORTH WEST CET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

The following evaluation criteria will be utilized to determine a suitable service provider. All bid proposals will be evaluated in terms of Preferential Procurement Policy Framework.

There will be a three stage evaluation process comprising of:

**Stage 1)** Prequalification evaluation, **Stage 2)** Risk assessment and **Stage 3)** 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 goals.

The purpose of this prequalification evaluation is to determine which bid responses are compliant and noncompliant with the ToR issued. The following criteria shall apply:

### **Stage 1: Prequalification**

- Bidding documents must be fully completed and signed; and
- Valid Tax clearance certificate.
- SBD 1, 4, 8 & 9 fully completed and signed
- Company registration documents
- Certified ID Copies of Directors
- Joint venture agreement and Power of attorney in case of joint ventures.
- Company profile
- Letter of good standing from the bank account

### **Stage 2: Risk Assessment:**

The risk assessment is to identify the capabilities, performance and functionality of bidders in order to obtain the best quality services.

In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the NWCET College will adhere to its policy on the appointment of services provider. Functionality Proposals will be evaluated in terms of the following criteria:

- Experience on similar projects.
- Capacity of the Company (Team members)
- Resources of the Company
- Financial capacity of the Company
- Location of the company

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than **60 points** on functionality will not be further evaluated beyond functionality.

<b>CRITERIA FOR EVALUATING FUNCTIONALITY</b>	<b>WEIGHT</b>
<b>Past Experience:</b> This refers to the experience of the tenderer to undertake the scope of work involved in this tender. The tenderer is required to provide details of previously undertaken work related to the services required (A brief description of the scope and scale of current and past projects undertaken, including traceable references and testimonial letters) <b>Track record</b> <b>( Attach at least three letters – Ten (10) points per testimonial letter )</b>	<b>30</b>
<b>Capacity of Company (Team members)</b> This refers to the competency of the bidder's team members to undertake the scope of work involved in the tender. <b>Qualifications of team members (Provide proof of qualification)</b> <ul style="list-style-type: none"> <li>• Related qualification (Degree ) 10</li> </ul> <b>Experience of team members (Provide Comprehensive CV's )</b> <ul style="list-style-type: none"> <li>• 4-5 years+ 05</li> <li>• 3-4 years 04</li> <li>• 1-2 years 03</li> <li>• 0-1 year 02</li> </ul>	<b>15</b>
<b>Attractiveness of methodology :</b> This refers to the bidder's capacity to respond to request and ability to provide the College with excellent service (a detailed proposal on methodology with designs and processes must be submitted)	<b>15</b>
<b>Financial Capacity of the Company</b> <ul style="list-style-type: none"> <li>• Audited Financial Statements (Recent) 10</li> <li>• Bank credit rating letter (not older than three months) 10</li> </ul>	<b>20</b>
<b>Location of Company</b> Proof of Business address: Statement of water and lights not older than three months / lease agreement for the company.	<b>20</b>

<ul style="list-style-type: none"> <li>Companies operating in North West Province 20</li> <li>Companies operating outside North West Province 15</li> </ul>	
<b>TOTAL</b>	<b>100</b>

Bids that fail to score a minimum of 60 points out of a possible 100 points for functionality will not be eligible for further consideration.

### Stage 3

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, NW CET College will adhere to its policy on the appointment of service providers.

<b>B-BBEE status level of contributor</b>	<b>80/20</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-complaint contributor	0

## 2. Specification / Terms of reference: Please refer to the specifications attached separately

**NB: The quantities indicated in the specification attached are for quoting purposes only; North West CET College reserves the right to amend the quantity according to its needs.**

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higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

North West  
Community Education & Training College



## NORT WEST COMMUNITY EDUCATION AND TRAINING COLLEGE

**BID SPECIFICATION: TENDER NWCETC005/2022: SUPPLY AND DELIVERY OF STATIONERY (LECTURES, CENTRE MANAGERS AND LEARNERS PACKS) FOR NW CET COLLEGE.**

### **1. SPECIFICATION FOR STATIONERY (LECTURES, CENTRE MANAGERS AND LEARNERS PACKS)**

AREA OFFICE	Ramotshere Moliloa	Mahikeng	Rekopantswa	Ditsobotla	Greater Delaryville
DELIVERY ADDRESS	POOE CLC, DINOKANA MIDDLE SCHOOL, DINOKANA VILLAGE	REABETSWWE CLC, RAMAINE HIGH SCHOOL,MAGOGOE VILLAGE	RUTANANG CLC, KEBALEPILE HIGH SCHOOL, MONTSHIOA , MMABATHO	LICHTENBURG CLC, GAETSHO HS, 89 MAKGALE STR, BOIKHUTSO LACATION	LODIRILE CLC, FORMER JS MAISI PRIMARY SCHOOL, ATAMELANG
CONTACT PERSON AND DETAILS	Conatct person: Kgapho- 073 623 1397	Contact person: Seoposengwe MP - 073 458 1007	Contact person: Msimanga J - 071 409 4072	Contact person: Nakedi KM - 083 620 8523	Contact person: Mokoto NM - 076 295 9885
<b>LEARNERS PACK FOR AET LEVEL 1</b>	10	12	5	10	5
·2 x 72 Pages exercise book ·4 x Pens (Blue), pencil, Rubber and Ruler ·2 x 20 pages pocket files ·12 x Colour Crayons ·Pritt glue (40g) ·Scissor ·Sharpener					
<b>LEARNERS PACK FOR AET LEVEL 2</b>	40	15	8	25	5
·3 x 72 Pages exercise book ·4 x Pens (Blue), pencil, Rubber and Ruler ·2 x 20 pages pocket files ·12 x Colour Crayons ·Pritt glue (40g) ·Scissor ·Sharpener					

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<b>LEARNERS PACK FOR AET LEVEL 3</b>	<ul style="list-style-type: none"> <li>·4 x 72 Pages exercise book</li> <li>·4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>·3 x 30 pages pocket files</li> <li>·1 x Exam pad (100 Pages)</li> <li>·Pritt glue (40g)</li> <li>·Scissor</li> <li>·Calculator</li> <li>·Sharpener</li> </ul>	48	25	15	48	20
<b>LEARNERS PACK FOR AET LEVEL 4</b>	<ul style="list-style-type: none"> <li>·7 x 72 Pages exercise book</li> <li>·4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>·7 x 50 pages pocket files</li> <li>·3 x Exam pad (100 Pages)</li> <li>·Pritt glue (40g)</li> <li>·Scissor</li> <li>·12 x Colour Crayons</li> <li>·Calculator</li> <li>·Sharpener</li> <li>·1 x 2 Quire notebook (192 Pages)</li> </ul>	264	265	230	286	291

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<b>LECTURER PACK</b>	<ul style="list-style-type: none"> <li>·2 x Exam Pad (100 Pages)</li> <li>·2 x 2 Quire Notebook (192 pages)</li> <li>·2 x Pens (Blue, Black, and Red)</li> <li>·2 x Pritt Glue stick (40g)</li> <li>·2 x Prestik</li> <li>·Scientific Calculator</li> <li>·File dividers (100 Pages)</li> <li>·Scissor</li> <li>·Marker (Black, Red and Green)</li> <li>·Duster</li> <li>·Pencil, Rubber and Sharpener</li> <li>·Ruler</li> </ul>	38	49	34	52	56
<b>CENTRE MANAGER'S PACK</b>	<ul style="list-style-type: none"> <li>·2 x Exam Pad (100 Pages)</li> <li>·2 x 2 Quire Notebook (192 pages)</li> <li>·2 x Pens (Blue, Black, and Red)</li> <li>·Staples(box)</li> <li>·Stapler (Paper pro model 1100)</li> <li>·2 x Pritt Glue stick (40g)</li> <li>·2 x Prestik</li> <li>·10 x white Chalk (Box)</li> <li>·10 x White Board Markers</li> <li>·Scientific Calculator</li> <li>·File dividers (100 Pages)</li> <li>·Printing paper– yellow(500 Sheets)</li> <li>·Scissor</li> <li>·1 x Arch lever file</li> </ul>	18	15	25	20	35

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	. Giant stapler and staples . Marker (Black, Red and Green) . 1 Box rubber bands . Duster . Pencil, Rubber and Sharpener . Ruler					
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AREA OFFICE		Tlokwe	Maquassi Hills	Matlosana
	DELIVERY ADDRESS	IKAGENG CLC, OLD BASUPI SCHOOL, 01 MOKGOBO STREET, IKAGENG, POTCHEFSTROOM	BOIKHUTSONG CLC, RAGOGANG PRIMARY AND MAITEMOGELO COMPREHENSIVE, 70 C/N KWENA & POTSANE STREET TSWELELANG, WOLMARANSTAD	IKAHENG CLC, 1460 ELKEN STREET, KANANA, ORKNEY
	CONTACT PERSON AND DETAILS	Contact person: Mokoena MM - 082 741 4780	Contact person: Kali LT - 078 936 2425	Contact person: Mhlakaze J - 073 253 2772
		20	10	5
LEARNERS PACK FOR AET LEVEL 1	<ul style="list-style-type: none"> <li>· 2 x 72 Pages exercise book</li> <li>· 4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>· 2 x 20 pages pocket files</li> <li>· Pritt glue (40g)</li> <li>· Scissor</li> <li>· Sharpener</li> </ul>			
LEARNERS PACK FOR AET LEVEL 2	<ul style="list-style-type: none"> <li>· 3 x 72 Pages exercise book</li> <li>· 4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>· 2 x 20 pages pocket files</li> <li>· 12 x Colour Crayons</li> <li>· Pritt glue (40g)</li> <li>· Scissor</li> <li>· Sharpener</li> </ul>	25	79	45
LEARNERS PACK FOR AET LEVEL 3	<ul style="list-style-type: none"> <li>· 4 x 72 Pages exercise book</li> <li>· 4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>· 3 x 30 pages pocket files</li> <li>· 1 x Exam pad (100 Pages)</li> <li>· Pritt glue (40g)</li> <li>· Scissor</li> <li>· Calculator</li> <li>· Sharpener</li> </ul>	34	219	145

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<b>LEARNERS PACK FOR AET LEVEL 4</b>	<ul style="list-style-type: none"> <li>· 7 x 72 Pages exercise book</li> <li>· 4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>· 7 x 30 pages pocket files</li> <li>· 3 x Exam pad (100 Pages)</li> <li>· Pritt glue (40g)</li> <li>· Scissor</li> <li>· Calculator</li> <li>· Sharpener</li> <li>· 1 x 2 quire notebook (192 pages)</li> </ul>	176	150	351
<b>LECTURER PACK</b>	<ul style="list-style-type: none"> <li>· 2 x Exam Pad (100 Pages)</li> <li>· 2 x 2 Quire Notebook (192 pages)</li> <li>· 2 x Pens (Blue, Black, and Red)</li> <li>· 2 x Pritt Glue stick (40g)</li> <li>· 2 x Prestik</li> <li>· Scientific Calculator</li> <li>· File dividers (100 Pages)</li> <li>· Scissor</li> <li>· Marker (Black, Red and Green)</li> <li>· Duster</li> <li>· Pencil, Rubber and Sharpener</li> <li>· Ruler</li> </ul>	21	47	48

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<b>CENTRE MANAGER'S PACK</b>	<ul style="list-style-type: none"> <li>· 2 x Exam Pad (100 Pages)</li> <li>· 2 x 2 Quire Notebook (192 pages)</li> <li>· 2 x Pens (Blue, Black, Green and Red)</li> <li>· Staples(box)</li> <li>· Stapler (Paper pro model 1100)</li> <li>· 2 x Pritt Glue stick (40g)</li> <li>· 2 x Prestik</li> <li>· 10 x white Chalk (Box)</li> <li>· 1 x coloured chalk (Box)</li> <li>· 10 x White Board Markers</li> <li>· Scientific Calculator</li> <li>· File dividers (100 Pages)</li> <li>· printing paper – light blue(500 Sheets)</li> <li>· Scissor</li> <li>· Marker (Black, Red and Green)</li> <li>· Pencil, Rubber and Sharpener</li> <li>· Ruler</li> <li>· 1 x Box rubber bands</li> <li>· 1 x arch lever file</li> <li>· giant stapler and staples</li> </ul>	5	6	13
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3. DRSM					
	AREA OFFICE	Taledi	Greater Taung	Kagisano Molopo	
	DELIVERY ADDRESS	TSHIPIDI CLC, EDSC/THUTO-LESESDI, HUHUDI, VRYBURG	KGATELOPELE CLC, BOARENG MIDDLE SCHOOL, LEKALENG VILLAGE, TAUNG	NEOETSILE CLC, SEBETWANE HIGH SCHOOL, TLHAKGAMENG VILLAGE	
	CONTACT PERSON AND DETAILS	Contact person: Gali DF - 076 415 8781	Contact person: Palagangwe C - 073 398 1506	Contact person: Segopolo BL - 064 749 4630	
	LEARNER S BACK FOR AET LEVEL 1	10	10	20	
	· 2 x 72 Pages exercise book · 4 x Pens (Blue), pencil, Rubber and Ruler · 2 x 20 pages pocket files · Pritt glue (40g) · Scissor · Sharpener				

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<b>LEARNER S PACK FOR AET LEVEL 2</b>	<ul style="list-style-type: none"> <li>· 3 x 72 Pages exercise book</li> <li>· 4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>· 2 x 20 pages pocket files</li> <li>· Pritt glue (40g)</li> <li>· 12 colour crayons</li> <li>· Scissor</li> <li>· Sharpener</li> </ul>	30	22	20	
<b>LEARNER S PACK FOR AET LEVEL 3</b>	<ul style="list-style-type: none"> <li>4 x 72 Pages exercise book</li> <li>· 4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>· 3 x 30 pages pocket files</li> <li>· 1 x Exam pad (100 Pages)</li> <li>· Pritt glue (40g)</li> <li>· Scissor</li> <li>· Calculator</li> <li>· Sharpener</li> </ul>	25	27	25	
<b>LEARNER S PACK FOR AET LEVEL 4</b>	<ul style="list-style-type: none"> <li>· 7 x 72 Pages exercise book</li> <li>· 4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>· 7 x 30 pages pocket files</li> <li>· 3 x Exam pad (100 Pages)</li> <li>· Pritt glue (40g)</li> <li>· Scissor</li> <li>· Calculator</li> <li>· Sharpener</li> <li>· 1 x 2 Quire notebook (192 Pages)</li> </ul>	245	300	189	

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<b>LECTURE R PACK</b>	<ul style="list-style-type: none"> <li>· 2 x Exam Pad (100 Pages)</li> <li>· 2 x 2 Quire Notebook (192 pages)</li> <li>· 2 x Pens (Blue, Black, Green and Red)</li> <li>· Staples(box)</li> <li>· Stapler (Paper pro model 1100)</li> <li>· 2 x Pritt Glue stick (40g)</li> <li>· 2 x Prestik</li> <li>· Scientific Calculator</li> <li>· File dividers (100 Pages)</li> <li>· Scissor</li> <li>· Marker (Black, Red and Green)</li> <li>· Duster</li> <li>· Pencil, Rubber and Sharpener</li> <li>· Ruler</li> </ul>	27	34	19
<b>CENTRE MANAGER 'S PACK</b>	<ul style="list-style-type: none"> <li>· 2 x Exam Pad (100 Pages)</li> <li>· 2 x 2 Quire Notebook (192 pages)</li> <li>· 2 x Pens (Blue, Black, and Red)</li> <li>· Staples(box)</li> <li>· Stapler (Paper pro model 1100)</li> <li>· 2 x Pritt Glue stick (40g)</li> <li>· 2 x Prestik</li> <li>· 10 x white Chalk (Box)</li> <li>· 10 x White Board Markers</li> <li>· Scientific Calculator</li> <li>· File dividers (100 Pages)</li> <li>· Printing paper – pink(500 Sheets)</li> <li>· Scissor</li> <li>· Marker (Black, Red and Green)</li> <li>· Pencil, Rubber and Sharpener</li> <li>· Ruler</li> <li>· 1 x arch lever file</li> </ul>	16	19	17

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4. BOJANALA.						
AREA OFFICE	Lethabile	Rustenburg	Moretele	Madibeng	Moses Kotane East	Moses Kotane West
DELIVERY ADDRESS	GOOD SHEPERD CLC, MADIDI CLINIC RAMAN CATHOLIC CHURCH, 2024 BLOCK B, MADIDI	IPHATLHOSE CLC, REATILE MIDDLE SCHOOL, 1100 KGABO STREET, TLHABANE	SEKITLA CLC, 4432 RAMPEPE SECTION, MATHIBESTA D	MMAKAU CLC, 2396 ROMA ROAD, MMAKAU, 0194	DINALEDI CLC, MOGWASE MIDDLE SCHOOL, STAND NO 696, KUBU STREET, UNIT 2, MOGWASE	LEGATALLE CLC, MABESKRAAL PS, GOPANYANE SECTION, STAND NO. 60042, MORULA PARK, MABESKRAAL
CONTACT PERSON AND DETAILS	Contact person: Simpson CS - 082 979 1606	Contact person: Melaletsa BS - 083 996 9489	Contact person: Modikoe MP - 082 511 5507	Contact person: Molope JK - 079 986 1315	Contact person: Ramolundi G - 082 672 7782	Contact person: Rantao GD - 060 646 9958

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<b>LEARNER S PACK FOR AET LEVEL 1</b>	<ul style="list-style-type: none"> <li>· 2 x 72 Pages exercise book</li> <li>· 4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>· 2 x 20 pages pocket files</li> <li>· Pritt glue (40g)</li> <li>· Scissor</li> <li>· Sharpener</li> </ul>	25	22	50	30	15	0	8	
<b>LEARNER S PACK FOR AET LEVEL 2</b>	<ul style="list-style-type: none"> <li>· 3 x 72 Pages exercise book</li> <li>· 4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>· 2 x 20 pages pocket files</li> <li>· Pritt glue (40g)</li> <li>· Scissor</li> <li>· Sharpener</li> </ul>	25	45	46	35	12	0	25	

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LEARNER S PACK FOR AET LEVEL 3	4 x 72 Pages exercise book ·4 x Pens (Blue), pencil, Rubber and Ruler ·3 x 30 pages pocket files ·1x Exam pad (100 Pages) ·Pritt glue (40g) ·Scissor ·Calculator ·Sharpener	20	85	80	70	25	10	27
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LEARNER S PACK FOR AET LEVEL 4	<ul style="list-style-type: none"> <li>· 7 x 72 Pages exercise book</li> <li>· 4 x Pens (Blue), pencil, Rubber and Ruler</li> <li>· 7 x 50 pages pocket files</li> <li>· 3 x Exam pad (100 Pages)</li> <li>· Pritt glue (40g)</li> <li>· Scissor</li> <li>· Calculator</li> <li>· Sharpener</li> <li>· 1 x 2 Quire notebook (192 Pages)</li> <li>· 12 colour crayons</li> </ul>	275		291	425	200	139	75	83
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LECTURER PACK	<ul style="list-style-type: none"> <li>· 2 x Exam Pad (100 Pages)</li> <li>· 2 x 2 Quire Notebook (192 pages)</li> <li>· 2 x Pens (Blue, Black, and Red)</li> <li>· 2 x Pritt Glue stick (40g)</li> <li>· 2 x Prestik</li> <li>· Scientific Calculator</li> <li>· File dividers (100 Pages)</li> <li>· Scissor</li> <li>· Marker (Black, Red and Green)</li> <li>· Duster</li> <li>· Pencil, Rubber and Sharpener</li> <li>· Ruler</li> </ul>	52	48	107	43	19	18	15
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CENTRE MANAGER'S PACK	· 1 x Arch Lever file · 1 box rubber band · 2 x 2 Notebook (192 pages) · 2 x Exam pad(100 pages) · Pens (Black, blue and Red) · stapler · Giant stapler and staples · Staples (box) · Markers (black, green and red packet) · White Chalk (10 Boxes) · 2 x 2Pritt Glue stick (40g) · File divider (100 Pages) · 2 x 2Exam pad (100 Pages) · Duster · printing paper - light green	8	19	24	10	11	10	14	
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## **2. CONDITIONS FOR COMPLETING BID DOCUMENTS.**

**If any of the following bid forms are not fully completed and signed or not handed in with your bid on the closing date and time, your bid will be immediately be disqualified.**

- SBD 1 (Invitation to bid) (make sure it is signed)
- SBD 3 Pricing Schedule if not filled please refer to Annexure or Addendum where price is mentioned.
- SBD 4 (Declaration of interest, ensure that it is signed)
- SBD 6.1(Preferential Claim Form) must be signed regardless if points claimed or not ensure that it is signed.
- SBD 8 (Declaration of bidder past supply chain management practices ensure that it is signed.
- SBD 9 (Bid Rigging) Make sure it is signed and completed.
- B-BBEE Status level verification certificate (valid certified copy must be submitted with the bid document)

## **3. SPECIAL TERMS & CONDITION**

- It is expected that the appointed bidders must be able to deliver the goods within **30 days** from the day of the tender awarded.
- The service provider must clearly demonstrate the capacity to procure and deliver the items for which they are bidding.
- NW CET College reserve the right to ask for documentation to prove financial capacity of the bidder.
- Deregistering and blacklisted companies including directors/owners/individuals linked to the company, will not be considered
- Counteroffer by service providers shall not be considered and shall therefore nullify the offer to the company.
- NW CET College reserve the right to amend the specification before the closing date of the bid or to award the whole or part of the bid to one or more service provider or to cancel the bid in the whole, as well as to adjust the quantities before the financial award is made.
- No telephone or facsimile will be accepted for submission.
- Any means of attempting to influence adjudication process or outcome of adjudication process will result in immediate disqualification of the entire bid
- Enquires should be made in writing.
- Bid Documents for participation can be downloaded from [www.etenders.gov.za](http://www.etenders.gov.za)
- All bid submissions must be done in hard copy.
- Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

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- The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation
- If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- **Note: Blacklisted companies appearing on the national treasury database are prohibited from conducting business with public entities and will be disqualified.**

## **5. STATUTORY NON-TECHNICAL MANDATORY REQUIREMENTS**

- Certified CIPC Registration Documentation
- Tax Compliant status Certificate **with pin**
- Valid Certified BBB-EE Certificate

## **6. OTHER DOCUMENTS TO BE SUBMITTED**

- In the event of the bidder not being the actual manufacturer and will be sourcing the products from another company, a **signed letter** from that company / supplier **confirming firm supply arrangement** including **lead time** in this regard, must accompany your bid at the closing date and time.
- Valid proof of business address (**Leaser agreement or Municipal account**).
- Valid Certified copies of the directors' identity document.

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- Latest financial statement/proof of financial capacity
- Certified copy of **Reference letter(s)** whereby it is indicated you have experience in Supply and Delivery services with the necessary competency be submitted with the bid document

### EVALUATION CRITERIA

NW CET College applies the provision of the Preferential Procurement Policy Framework Act, no 5 of 2000 and Preferential Procurement Regulations, 2017.

The evaluation of 80/20 for Price and BBBEE shall be as follows:

Evaluation Criteria		Points
1.	Price	80
2.	Black Economic Empowerment	20
3.	Total	100

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SPECIFICATION COMMITTEE



Ms M. Motsoaledi



Ms K. Tsheko



Ms J. Ndou

07/10/2022

Date

07/10/2022

Date

07/10/2022

Date

APPROVAL BY THE PRINCIPAL/ACCOUNTING OFFICER



Mr MD Mohlamonyane  
NW CET COLLEGE PRINCIPAL

14/10/2022

Date