



REQUEST FOR FORMAL WRITTEN QUOTATIONS

Gauteng CET College is hereby inviting service providers to quote on the following:

ADVERTISEMENT

RFQ Number	Description	Contact Person	Closing Date
RFQ_2024/131	CHANGE MANAGEMENT Prospective service providers are hereby requested to quote on the supply, delivery of CHANGE MANAGEMENT as per the attached Annexure "A", Delivery Address: HEAD OFFICE: 100 NORTHEERN PARKWAY RD, ORMONDE 2011 1ST FLOOR BLOCK D CROWNWOOD OFFICE PARK	Loyiso Ngwele 010 900 1173	07/02/2024 @12:00 PM 23/02/2024

Submission of Quotation:

The following email can be used for submissions: TenderSubmission@GP.CETC.edu.za.

ALL BIDDERS MUST WRITE THE DESCRIPTION AND RFQ NUMBER OF THE ADVERT ON THE SUBJECT LINE OF THE EMAIL

Please note: No quotations will be received/accepted other than the above-mentioned mediums.

Terms and Conditions relating to Request for Quotations

- The Gauteng CET College Supply Chain Management Policy will apply.
- Gauteng CET College reserves the right not to appoint where applicable.
- Late emailed quotations will not be considered.**
- Quotations submitted are to hold good for the period up until to 60 days.
- All persons in the service of the state are not allowed to quote; and
- 80/20 Preferential Pointing System will be used to evaluate the quotations.
- All service providers/suppliers should be registered on Central Supplier Database (CSD) at <https://secured.csd.gov.za> / www.csd.gov.za and the proof of CSD Registration documents must be attached
- The College will only communicate directly with the recommended service providers/ suppliers. All other participants can contact the SCM unit for more details on their submission. Here to the list of recommended Service Providers /Suppliers will be published on the College's Website

Your quotation should be accompanied by the following supporting documents:

(Failure to submit the below mentioned documents will result in immediate disqualification)

1. Company registration documents (CIPRO / CIPC)
2. A valid Tax clearance certificate
3. SBD 4 (Declaration form) must be completed in full.
4. Proof of Central Suppliers Database (CSD) Registration documents
5. Submit an originally certified copies of the directors' ID documents not older than 6 months

Gauteng Community Education and Training College

Head Office: 100 Northern Parkway RD, Ormonde 2011.1st
floor Block D, Crownwood office Park Tel: 011 494 9040/1
Email: info@gctc.edu.za



6. **Company Profile**
7. **The municipal rates & taxes statement in the company's name**
 1. **If the business operates from the director's residence, the municipal rates and taxes on the director's name must be attached together with an affidavit indicating that the business operates on the said address.**
 2. **If business operates from leased premises: a valid lease agreement in the company's name must be attached.**
 3. **A council letter must be in the director's name and it must be accompanied by an affidavit indicating that the business operates on the said address. "NB" All council letters must be in the Director's names. No Council letter on the company's name will be accepted.**
8. **An original or certified copy of a valid BBBEE Certificate (SANAS ACCREDITED) or A BBBEE Sworn affidavit signed by the Commissioner of oaths.**

ANNEXURE "A"

Specifications are as follows:

ITEM DESCRIPTION	NO OF BENEFICIARIES	DURATION
National Diploma: Public Administration SAQA ID 57827 NQF L7 , 60	51	03 months
1. Administration: • Pre-Assessment and Induction • Project Management • Registration of Skills programme • Uploading of learners on ETQA SMS • Achieving learners • Monthly Report • Upon competence issue Certificates/SOR from SETA		
2. Facilitation		
3. Mentoring		
4. Learning Material and PPE (where required)		
5. Assessment Quality Management of POE		



• Formative & Summative assessment, • Assessment and Reassessment • Quality Assurance of POE's • Individual progress report and overall progress report • Summary of Assessment		
6. Moderation and Verification: • Internal moderation • Moderation report • Preparation for External verification		
7. Certification		
8. Reporting: • Monthly • Quarterly • Close-out Report		

NB: THE PROVIDER MUST PROVIDE THE FOLLOWING MANDATORY DOCUMENTS

1. A valid accreditation letter from ETQA (valid until end of 2025)