



# COLLEGE OF CAPE TOWN FOR TVET

## TENDER DOCUMENT

### TENDER NUMBER: CCT052025

APPOINTMENT OF NCV AND R191 TEXT BOOKS 2026 SUPPLIER FOR  
THE COLLEGE OF CAPE TOWN (CCT) FOR TVET ACROSS 5 COLLEGE  
OF CAPE TOWN CAMPUSES

CLOSING DATE: 05 DECEMBER 2025

CLOSING TIME: 11:00 AM

FOR OFFICE USE

APPROVED/NOT APPROVED

\_\_\_\_\_  
Dr MM. Muswaba (FCIS)

NAME OF TENDERER: .....

TOTAL BID PRICE (INCL. VAT):.....

PREFERENCE / B-BBEE GRADIN:.....

CENTRAL SUPPLIER DATABASE NO:.....



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**SECTION A**

**INVITATION TO BID (SBD 1)**

**1. YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COLLEGE OF CAPE TOWN FOR TVET**

**DESCRIPTION:** APPOINTMENT OF NCV AND R191 TEXT BOOKS 2026 SUPPLIER FOR THE COLLEGE OF CAPE TOWN (CCT) FOR TVET ACROSS 5 COLLEGE OF CAPE TOWN CAMPUSES.

**BID NUMBER: CCT052025**

**CLOSING DATE: 05 DECEMBER 2025**

**CLOSING TIME: 11:00AM**

**BID DOCUMENT SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT:**

COLLEGE OF CAPE TOWN FOR TVET CENTRAL OFFICE  
334 Albert Road  
Salt River

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open 08h00 am to 16h00 (Monday – Friday) on normal working days.  
A bid register should be signed on submission.

**2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.



2.1. THE FOLLOWING PARTICULARS MUST BE FURNISHED

**(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER: CODE..... NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER: COD..... NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

CENTRAL SUPPLIER DATABASE No: MAAA.....

HAS A TAX STATUS COMPLIANCE PIN BEEN SUBMITTED (SBD 2)? **YES / NO**

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT  
BEEN SUBMITTED (SBD 6.1)? **YES / NO**

**[TICK APPLICABLE BOX]**

☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)

**OR**

☐ A SWORN AFFIDAVIT OR CERTIFICATE ISSUED BY COMPANIES AND INTELLECTUAL PROPERTY  
COMMISSION



**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/?  
SERVICES / WORKS OFFERED?

**YES / NO**

*[IF YES ENCLOSE PROOF]*

SIGNATURE OF BIDDER.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

**TOTAL BID PRICE.....N/A.....**

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

Contact Person: N.SHIUNDLANE

Telephone No: 0214046700/6701

E-mail Address: nshiundlane@cct.edu.za



**SECTION B**  
**NOTES TO TENDERERS**

**1. EXTENT OF CONTRACT**

As a guide only to tenderers, the work embodied in this contract comprises of:

**APPOINTMENT OF A NCV AND R191 TEXT BOOKS 2026 SUPPLIER FOR THE COLLEGE OF CAPE TOWN (CCT) FOR TVET ACROSS 6 COLLEGE OF CAPE TOWN CAMPUSES.**

**2. DISTRIBUTION LIST**

Tenderers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform the Procurement Manager at once and have the same rectified. No liability whatsoever will be incurred in respect of errors in any tender due to the tenderer's failure to observe this requirement.

**3. ACCEPTANCE OF TENDERS**

The College is not bound to accept the lowest or any tender nor are they required to give reasons for selecting any tender.

Any alteration made by the tenderer must be initialed.

Use of correcting fluid is prohibited.

**4. TENDER CLOSING**

Sealed tenders, endorsed on the envelope "CCT052026" and "Company Name" should be deposited in the tender box at the security gate, Head Office, 334 Albert Road, Salt River not later than 11:00 am on **05 DECEMBER 2025**.

No bid submitted by telefax, telegraphic or other electronic means will be considered.



**5. COMPULSORY BRIEFING MEETING**

Compulsory briefing will not be conducted.

Should you not receive a reply from the College after 90 days of submission of this Tender, consider that your Tender was not successful.

**6. THE BID SPECIFICATION**

The applicable specifications shall be provided by College of Cape Town for TVET is attached as annexure 1. The Supplier should note that the quantities herewith stated maybe subject to change.



## SECTION C

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE (CSD)

1. In terms of the National Treasury SCM Instruction No 4 A of 2016/2017, all suppliers of goods and services are required to register on the National Treasury Central Suppliers Database, before the submission of their bid.
2. If you wish to apply for online registration, use the following website,  
<https://secure.csd.gov.za/>
3. The supplier/service provider must register on the National Treasury Central Supplier's Database. **FAILURE TO BE REGISTERED BEFORE THE CLOSE OF BID THE SUPPLIERS/SERVICE PROVIDER WILL BE DISQUALIFIED.**

### DECLARATION THAT INFORMATION ON CSD IS CORRECT AND UP TO DATE

THIS IS TO CERTIFY THAT I (name of tenderer / authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIERS DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.





AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND /OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:**.....



## SECTION D

### DECLARATION OF INTEREST (SBD 4)

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - The bidder is employed by the state; and/or
  - The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number:.....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member): .....
  - 2.4 Registration number of company.....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....



2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

**2.7** Are you or any person connected with the bidder **YES / NO**  
Presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution: .....

Any other particulars: .....

.....



2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.



.....  
.....  
.....

- 2.10** Are you, or any person connected with the bidder, **YES/NO**  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....

- 2.11** Do you or any of the directors / trustees / shareholders / members **YES/NO**  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
.....  
.....

**3. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number




**4. DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS  
CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## SECTION E

### TAX COMPLIANCE STATUS REQUIREMENTS

1. Bidders must ensure compliance with their tax obligations.
2. Bidders are required to submit their Tax Compliance Status (TCS) Pin issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.
3. Application for TCS Pin may be made via e-filing through the SARS website:  
[www.sars.gov.za](http://www.sars.gov.za).
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate TCS pin.



## SECTION F

### SBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100



- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_S = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	80/20 preference points system	90/10 Preference points system
Women	4	3
Youth	4	2
Disabled Person	4	2
Enterprise located in Western Cape	3	1
Black owned Enterprise	5	2

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....



SECTION G

SBD 3.1

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....

Bid number CCT052025

Closing Time 11:00AM

Closing date 05 December 2025

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID 07 DECEMBER 2023

SUPPLY AND DELIVERY OF NCV AND R191 TEXT BOOKS 2026 EQUIPMENT TO THE COLLEGE OF CAPE TOWN

ITEM	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ALL APPLICABLE TAXES INCLUDED – EACH	TOTAL PRICE ( TAXES INCLUDED)
NO.1		SEE ATTACHED PRICE SCHEDULE		

- 
- Required by: .....
  - At: .....  
.....
  - Brand and model .....
  - Country of origin .....
  - Does the offer comply with the specification(s)? \*YES/NO
  - If not to specification, indicate deviation(s) .....



- Period required for delivery

.....  
\*Delivery: Firm/not firm

- Delivery basis

.....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax



## SPECIFICATION 1

### 1. Scope of Works:

**Supply and delivery of NCV and R191 TEXT BOOKS 2026 for the College as contained and detailed in the tender documents.**

The scope of work for supply and delivery of text books are mentioned below:

Supply and delivery text Books as per specification in Bill of Quantities (BOQ).

Delivery of the text books to all the six (6) Campuses located at around the Cape Town area viz; City Campus, Gugulethu Campus, Pinelands Campus, Thornton Campus, Crawford Campus and Athlone Campus.

Incidental services which are not specifically included but are required for completion of works.

The materials, Labour, plant, equipment, machinery and services necessary for accomplishing the work shall be the responsibility of the successful bidder.

The textbooks to be supplied by the successful bidder will strictly adhere to the sample, design, sizes, quantity, types and specification provided by the College of Cape Town.



**SECTION H**  
**AUTHORITY TO SIGN A BID (SBD 11)**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on.....20..... ,

Mr/Mrs/Miss ..... (whose signature appears below) has been duly authorised to sign all documents in connection with this BID on behalf of

(Name of Company) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....

(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES: WITNESS:**  
1.....  
2. ....



**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned.....hereby confirm that I am the sole owner of the business

Trading as .....

.....

**SIGNATURE**

.....

**DATE**

(PRINT NAME)

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as.....

hereby authorized ..... to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....

**SIGNATURE**

.....

**SIGNATURE**

.....

**SIGNATURE**

.....

**DATE**

.....

**DATE**

.....

**DATE**





#### D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

.....Mr/Mrs/Miss....., whose

signature appears below, has been authorised to sign all documents in connection with this bid on

behalf of (Name of Close Corporation) .....

**SIGNED ON BEHALF OF CLOSE CORPORATION** .....(PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:**     1     .....

                             2     .....

#### E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Mrs/Miss ..... , whose signature appears below,

has been authorised to sign all documents in connection with this bid on behalf of (Name of co-

operative) .....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:**

.....

**IN HIS/HER CAPACITY AS:** .....



DATE: .....

SIGNED ON BEHALF OF CO-OPERATIVE: .....

NAME IN BLOCK LETTERS: .....

WITNESSES:

1 .....

2 .....

#### F. JOINT VENTURE

If a Bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**\*A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.**

#### AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners

on.....20.....Mr/Mrs/Miss.....,Mr/Mrs/Miss.....

.....Mr/Mrs/Miss.....and Mr/Mrs/Miss.....(Whose signatures appear

below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture).....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME)

SIGNATURE: .....

DATE: .....



IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME)

SIGNATURE: .....

DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME)

SIGNATURE: .....

DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME)

SIGNATURE: .....

DATE: .....



## SECTION I

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>



4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		



### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



## SECTION J

### CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

In response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) Has been requested to submit a bid in response to this bid invitation;
  - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder



**SBD 9**

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) Methods, factors or formulas used to calculate prices;
  - (d) The intention or decision to submit or not to submit, a bid;
  - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**





SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



## SECTION K

### EVALUATION CRITERIA

Evaluation will be based on:

PHASE 1	PHASE 2	PHASE 3
ADMINISTRATIVE COMPLIANCE	FUNCTIONALITY REQUIREMENT	PRICE AND BBBEE Status Lev
Compliance with mandatory bid requirements and returnable documents.	Bidders will be assessed to verify capacity to execute the contract. Bidders will be expected to provide evidence.	<i>The scoring will be taken into account when College is selecting consultants from the Panel for a specific assignment</i>

#### a. PHASE 1: ADMINISTRATIVE COMPLIANCE

1. PHASE 1: ADMINISTRATIVE COMPLIANCE/RESPONSIVENESS				
Bids which do not comply with the administrative compliance will not be considered for Phase 2.				
	#	Returnable Documents	Yes	No
	1.	Fully Completed Bid Document		
	2.	Valid SARS Tax Clearance Pin Number, Tax number or original tax Clearance certificate		
	3.	Declaration of interest by Supplier – SBD 4		
	4.	Declaration of bidders Past Supply Chain Management practice – SBD 8		
	5.	Certificate of Independent Bid Determination – SBD 9		
	6.	Central Supplier Database Registration with National Treasury (Unique Reference. Number & Supplier Number)		
	7.	Proof of Registration with Companies and Intellectual Property Commission (CIPC) including Share Holder Certificates (printout not older than 1 month from the submission date)		



8.	Certified I.D. Copies of Members / Shareholders (not older than 3 months from the submission date)		
9.	Original certified copy of BBBEE Certificate		
10.	Audited Financial Statements for three years (2023, 2024 & 2025)		
11.	Proof of Residential Address (Municipality Rates Bills, Telephone Bill, or current lease agreement letter from Ward councilor or affidavit from Commissioner of oaths, if office is in an area where rates are not paid)		

**b. PHASE 2: Functionality**

Proposals will be evaluated according to the functionality criteria indicated below. Bids that scores less than **70%** of the points allocated for functionality will be eliminated. In order to ensure meaningful evaluation, bidders must submit detailed information in substantiation of the evaluation criteria mentioned.

Tenders shall be evaluated in terms of the following parameters:

**1.1 Technical Evaluation**

The bidder must comply with all mandatory technical requirements. The bidder that does not meet technical mandatory requirements will be disqualified and will not be considered for further evaluation on Price and BBBEE.

Functionality Evaluation Process	Weight
Previous experience on similar projects supplying textbooks to other institutions	30
<b>Company Track Record</b> How many Projects has the company successfully done in the past? Along with positive customer reference letters consider how well this company can install the solution.	50
Financial Competence and ability to meet the order (Surety from your bank)	20

**c. PHASE 3: PRICE AND BBBEE STATUS LEVEL**

The scoring will be taken into account when College is selecting consultants from the Panel for a specific assignment.



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

COLLEGE OF  
CAPE TOWN



Inspiring minds

ATHLONE CAMPUS National Certificate (Vocational) NCV 2024												
Title of text book	Level	Author	Publisher	ISBN no.	Deliver to	Number of Book handed out	2024 Enrolment Target	Stock on hand	Textbook return Target (50%)	Order Quantity 2024	Unity Price	Total Price R
Engineering Systems	L2	Chris Brink	Heinemann	9780796220981	S De Kock	60	150	14	30	4	R	R
Engineering Technology	L2	Chris Brink	Heinemann	9780796221001	S De Kock	60	150	11	30	11	R	R
Engineering Fundamental	L2		Pearson	9781770255937	S De Kock	60	150	13	30	5	R	R
Automotive Repair and Maintenance	L2	Gerrt Liebenberg	Future managers	9781920203191	S De Kock	60	150	6	30	-1	R	R
Mathematics	L2	J Daniel, N Solomon & M Taljaard	Future managers	9781920364274	S De Kock	60	150	58	30	1	R	R
Language	L2	F Wade, L Steenkamp & E Muirhead	Future managers	9781920133498	S De Kock	60	150	6	30	12	R	R
Life orientation Computer skills	L2	Swart	Future managers	9781920133528	S De Kock	60	150	0	30	-121	R	R

Computer Literacy	L2	A Thorne	Troupant	9781430806790	S De Kock	0	150	0	0	14	R	R
Material Technology	L3	Chris Brink	Heinemann	9780796223951	S De Kock	25	60	1	13	24	R	R
Automotive Repair and Maintenance	L3	J Van Antwerpen	Pearson	9781775951209	S De Kock	25	60	15	13	26	R	R
Engineering Practice and Maintenance	L3	Chris Brink	Pearson	9781770250918	S De Kock	25	60	37	13	32	R	R
Engineering Graphics and Design	L3	Chris Brink	Heinemann	9780796223975	S De Kock	25	60	24	13	23	R	R
Mathematics	L3	J Daniel & N Solomon	Future managers	9781775956273	S De Kock	25	60	1	13	-62	R	R
Life orientation	L3	E Rooth	Via Afrika	978145443873	S De Kock	25	60	20	13	22	R	R
Computer Literacy	L3	A Thorne	Troupant	9781430806806	S De Kock	25	60	0	13	-2	R	R
Engineering Processes	L4		Pearson	9780796226136	S De Kock	12	15	0	6	5	R	R
Professional Engineering Practice	L4		Pearson	9781770254206	S De Kock	12	15	0	6	-2	R	R
Applied Engineering Technology	L4		Pearson	9780796226112	S De Kock	12	15	0	6	3	R	R

Mathematics	L4		Future managers	9781920540890	S De Kock	12	15	1	6	-3	R	R
Language	L4		Future managers	9781775812357	S De Kock	12	15	0	6	5	R	R
Life orientation	L4	E Rooth	Via Afrika	9781415445471	S De Kock	12	15	0	6	1	R	R
					<b>TOTAL</b>				<b>Total</b>			

<b>Civil Engineering</b>												

<b>CRAWFORD CAMPUS</b>								
	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY 2024	UNIT PROCE	TOTAL PRICE
Intro to Information Systems SB (Second Edition)	2	SF Dlamini,	Troupant / Macmillian	9781430807186	L. Habelgaarn	49	R	R
Intro to Systems Development (Second edition)	2	R. Jonker	Troupant / Macmillian	9781430807216	L. Habelgaarn	47	R	R
Multimedia Basics	2	E.M. De Beer	Troupant / Macmillian	9781431000135	L. Habelgaarn	49	R	R
Electronics	2	R. van Heerden	Troupant / Macmillian	9781920075125	L. Habelgaarn	48	R	R
LO – Skills Hands On - SB	2	M. Swart,	Future Managers	9781920133528	L. Habelgaarn	56	R	R
LO – Computer Literacy SB	2	A.Thorne	Future Managers	9781430806790	L. Habelgaarn	48	R	R
MATHS LIT - HANDS ON TRAINING - SB	2	Bruwer	Future Managers	9781920133474	L. Habelgaarn	58	R	R
ENGLISH FAL - HANDS ON TRAINING - SB	2	F. Wade	Future Managers	9781920133498	L. Habelgaarn	51	R	R
						395	R	R

National Certificate (Vocational) NCV 2024								
PROGRAMME: Information Technology			ACADEMIC HEAD: Mr. A. Dietrich					
			PROGRAMME MANAGER: Mr. L. Habelgaarn					
	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY 2024		
System Analysis and Design (New Curriculum) Student Guide	3	S. Benvenuti	Troupant / Macmillian	9781430807537	L. Habelgaarn	22	R	R
Prin.of Computer Programming (New Curriculum) Student Guide	3	S. Sasti, D. Sasti	Troupant / Macmillian	9781430807506	L. Habelgaarn	25	R	R
Multimedia Content	3	S.L. Els	Sparrow Consulting	9780987037466	L. Habelgaarn	23	R	R
Comp.Hardware and Software (New Curriculum) Student Guide	3	K. van Niekerk S. Mkhize	Troupant / Macmillian	9781430808084	L. Habelgaarn	25	R	R
LO – Skills Hands On - SB	3	E. Rooth	Via Afrika	9781415443873	L. Habelgaarn	24	R	R
LO – Computer Literacy SB	3	A.Thorne	Troupant / Macmillian	9781430806806	L. Habelgaarn	20	R	R
MATHS LIT - HANDS ON TRAINING - SB	3	Viljoen	Future Managers	9781920671006	L. Habelgaarn	27	R	R
ENGLISH FAL - HANDS ON TRAINING - SB	3	F. Wade Hallet	Future Managers	9781775810858	L. Habelgaarn	25	R	R
						223	R	R

National Certificate (Vocational) NCV 2024								
PROGRAMME: Information Technology			ACADEMIC HEAD: Mr. A. Dietrich					
			PROGRAMME MANAGER: Mr. L. Habelgaarn					
	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY 2024		
System Analysis and Design Student Guide	4	S. Benvenuti	Troupant / Macmillian	9781430808206	L. Habelgaarn	10	R	R
Computer Programming Student Guide	4	P. Atkins	Troupant / Macmillian	9781770307490	L. Habelgaarn	11	R	R

Multimedia Services	4	S.L. Els	Sparrow Consulting	9780987037473	L. Habelgaarn	10	R	R
Data Com and Networking Student Guide	4	A.Trollepe	Shuter & Shooter	9781485832539	L. Habelgaarn	12	R	R
LO – Skills Hands On - SB	4	E. Rooth	Via Afrika	9781415445471	L. Habelgaarn	10	R	R
LO – Computer Literacy SB	4	A.Thorne	Troupant / Macmillian	9781430806868	L. Habelgaarn	8	R	R
MATHS LIT - HANDS ON TRAINING - SB	4	C. Bruwer	Future Managers	9781775812418	L. Habelgaarn	11	R	R
		S. Voges					R	R
ENGLISH FAL - HANDS ON TRAINING - SB	4	F. Wade	Future Managers	9781775812357	L. Habelgaarn	11	R	R
		L. Steenkamp					R	R

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National Certificate (Vocational) NCV 2026							R	R
PROGRAMME: FINANCE, ECONOMICS & ACCOUNTING L2		ACADEMIC HEAD: Z. ABRAHAMS		PROGRAMME MANAGER: E. CRONJE			R	R
SUBJECT + TITLE	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY 2024	R	R
FINANCIAL MANAGEMENT - STUDENT BOOK (New title)	2	P. VD Merwe,	Macmillan	9781920075071	Z. Abrahams	20	R	R
ECONOMIC ENVIRONMENT - STUDENT BOOK (New title)	2	Trull,	Macmillan	9780853205050	Z. Abrahams	30	R	R
APPLIED ACCOUNTING - STUDENT BOOK	2	S De Bod,	Macmillan	9780853205036	Z. Abrahams	25	R	R
APPLIED ACCOUNTING - WORKBOOK	2	S De Bod,	Macmillan	9780853205661	Z. Abrahams	25	R	R
WHOLESALE AND RETAIL - STUDENT BOOK	2	J. Braune,	Future Man	9781775814405	Z. Abrahams	25	R	R
WHOLESALE AND RETAIL - WORKBOOK	2	J. Braune,	Future Man	9781775815075	Z. Abrahams	30	R	R
LIFE ORIENTATION - SKILLS - STUDENT BOOK	2	E Rooth,	Future Man	9781920133528	Z. Abrahams	15	R	R
LIFE ORIENTATION - ICT - STUDENT BOOK	2	A.Thorne	Future Man	9781430806790	Z. Abrahams	0	R	R
MATHS LIT - HANDS ON TRAINING - STUDENT BOOK	2	C. Bruwer,	Future Man	9781920133474	Z. Abrahams	20	R	R
ENGLISH FAL - HANDS ON TRAINING - STUDENT BOOK	2	F. Wade,	Future Man	9781920133498	Z. Abrahams	20	R	R
Key:							R	R
Green = NEW titles for 2024...						423	R	R
NB WORKBOOKS (Wholesale L2-L4 (Office Admin & FEA)+ Applied Acc. L2-L4) ARE USED YEAR...							R	R
National Certificate (Vocational) NCV 2026							R	R
PROGRAMME: FINANCE, ECONOMICS & ACCOUNTING L3		ACADEMIC HEAD: Z. ABRAHAMS		PROGRAMME MANAGER: E. CRONJE			R	R
SUBJECT + TITLE	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY 2024	R	R
FINANCIAL MANAGEMENT - SB	3	Ndaba,	Future Man	9781775816928	Z. Abrahams	10	R	R
ECONOMIC ENVIRONMENT - SB	3	Bekker, Jory	Macmillian	9780853208907	Z. Abrahams	10	R	R
APPLIED ACCOUNTING - SB	3	Goliath	Future Man	9781920203474	Z. Abrahams	10	R	R
APPLIED ACCOUNTING - WORKBOOK	3	Goliath	Future Man	9781920203771	Z. Abrahams	35	R	R
WHOLESALE AND RETAIL - SB	3	J. Braune	Future Man	9781775815839	Z. Abrahams	25	R	R
WHOLESALE AND RETAIL - WORKBOOK	3	J. Braune	Seyffertd	9781775815846	Z. Abrahams	15	R	R
LIFE ORIENTATION - SKILLS - STUDENT BOOK	3	E. Rooth	Via Afrika	9781415443873	Z. Abrahams	10	R	R
LIFE ORIENTATION - ICT - STUDENT BOOK	3	A.Thorne	Macmillian	9781430806806	Z. Abrahams	10	R	R
ENGLISH FAL - HANDS ON TRAINING - STUDENT BOOK	3	F. Wade	Future Man	9781775810858	Z. Abrahams	20	R	R
MATHS LIT - HANDS ON TRAINING - STUDENT BOOK	3	Viljoen	Future Man	9781920671006	Z. Abrahams	10	R	R
						67	R	R
National Certificate (Vocational) NCV 2026							R	R
PROGRAMME: FINANCE, ECONOMICS & ACCOUNTING L4		ACADEMIC HEAD: Z. ABRAHAMS		PROGRAMME MANAGER: E. CRONJE			R	R
						ORDER QUANTITY	R	R

Level

Author

Publisher

ISBN no

Deliver to

SUBJECT + TITLE						2023		
FINANCIAL MANAGEMENT - SB	4	Van Hoepen	Future Man	9781775816966	Z. Abrahams	5	R	R
ECONOMIC ENVIRONMENT - SB	4	Hornsveld,	Future Man	9781775816805	Z. Abrahams	5	R	R
APPLIED ACCOUNTING - SB	4	L. Geldenhuys	Future Man	9781920203481	Z. Abrahams	0	R	R
APPLIED ACCOUNTING - WORKBOOK	4	L. Geldenhuys	Future Man	9781920203788	Z. Abrahams	5	R	R
WHOLESALE AND RETAIL - SB	4	J. Braune	Future Man	9781775818106	Z. Abrahams	10	R	R
WHOLESALE AND RETAIL - WORKBOOK	4	J. Braune	Future Man	9781775818113	Z. Abrahams	20	R	R
LIFE ORIENTATION - SKILLS - STUDENT BOOK	4	E. Rooth	Via Afrika	9781415443873	Z. Abrahams	5	R	R
LIFE ORIENTATION - ICT - STUDENT BOOK	4	A.Thorne	Macmillian	9781430806868	Z. Abrahams	0	R	R
ENGLISH FAL - HANDS ON TRAINING - STUDENT BOOK	4	F. Wade	Future Man	9781775812357	Z. Abrahams	0	R	R
MATHS LIT - HANDS ON TRAINING - STUDENT BOOK	4	Viljoen	Future Man	9781920671006	Z. Abrahams	7	R	R
						83	R	R

National Certificate (Vocational) NCV 2026								
PROGRAMME: OFFICE ADMINISTRATION L2		ACADEMIC HEAD: Z. ABRAHAMS			PROGRAMME MANAGER: Z. FODO			
SUBJECT + TITLE	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY		
						2024		
OFFICE PRACTICE – STUDENT BOOK	2	I. Serfontein	Future Man	9781920133436	Z. Abrahams	25	R	R
BUSINESS PRACTICE - STUDENT BOOK	2	N. CILLIERS	Future man	9781920133443	Z. Abrahams	25	R	R
OFFICE DATA PROCESSING - STUDENT BOOK ( Office 2024) Windows 11	2	I. Fourie	Future Man	9780639211480	Z. Abrahams	125	R	R
WHOLESALE AND RETAIL - STUDENT BOOK	2	J. Braune,	Future Man	9781775814405	Z. Abrahams	65	R	R
WHOLESALE AND RETAIL - WORKBOOK	2	J. Braune,	Future Man	9781775815075	Z. Abrahams	125	R	R
LIFE ORIENTATION - SKILLS - STUDENT BOOK	2	E Rooth,	Future Man	9781920133528	Z. Abrahams	0	R	R
LIFE ORIENTATION - ICT - STUDENT BOOK	2	A.Thorne	Future Man	9781430806790	Z. Abrahams	35	R	R
MATHS LIT - HANDS ON TRAINING – STUDENT BOOK	2	C. Bruwer,	Future Man	9781920133474	Z. Abrahams	20	R	R
ENGLISH FAL - HANDS ON TRAINING - STUDENT BOOK	2	F. Wade,	Future Man	9781920133498	Z. Abrahams	10	R	R
Key: _____							R	R
Green = NEW titles for 2024							R	R
						931	R	R

National Certificate (Vocational) NCV 2026								
PROGRAMME: OFFICE ADMINISTRATION L3		ACADEMIC HEAD: Z. ABRAHAMS			PROGRAMME MANAGER: Z. FODO			
SUBJECT + TITLE	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY		
						2024		
OFFICE PRACTICE - STUDENT BOOK	3	E. Korf	Macmillan	9781920075873	Z. Abrahams	20	R	R
BUS PRACTICE - STUDENT BOOK	3	A. Suresh	Macmillan	9781920075866	Z. Abrahams	55	R	R
OFFICE DATA PROCESSING - STUDENT BOOK (Office 2024) Windows 11	3	C. Du Toit.	Future Man	9780639118444	Z. Abrahams	95	R	R
WHOLESALE AND RETAIL - STUDENT BOOK	3	J. Braune	Future Man	9781775815839	Z. Abrahams	45	R	R
WHOLESALE AND RETAIL - WORKBOOK	3	J. Braune	Future Man	9781775815846	Z. Abrahams	40	R	R
LIFE ORIENTATION - SKILLS - STUDENT BOOK	3	E. Rooth	Via Afrika	9781415443873	Z. Abrahams	40	R	R
LIFE ORIENTATION - ICT - STUDENT BOOK	3	A.Thorne	Macmillian	9781430806806	Z. Abrahams	15	R	R
ENGLISH FAL - HANDS ON TRAINING - STUDENT BOOK	3	F. Wade	Future Man	9781775810858	Z. Abrahams	45	R	R
MATHS LIT - HANDS ON TRAINING - STUDENT BOOK	3	Viljoen	Future Man	9781920671006	Z. Abrahams	50	R	R
						181	R	R

National Certificate (Vocational) NCV 2026								
							R	R
							R	R

PROGRAMME: OFFICE ADMINISTRATION L4							ACADEMIC HEAD: Z. ABRAHAMS		PROGRAMME MANAGER: Z. FODO			
SUBJECT + TITLE	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY						
						2024						
OFFICE PRACTICE - STUDENT BOOK	4	E. Korf	Macmillan	9781920075873	Z. Abrahams	0	R				R	
BUS PRACTICE - STUDENT BOOK	4	A. Suresh	Macmillan	9781920075866	Z. Abrahams	0	R				R	
OFFICE DATA PROCESSING - STUDENT BOOK (office 2024) windows 11	4	C. Du Toit.	Future Man	9780639118468	Z. Abrahams	50	R				R	
WHOLESALE AND RETAIL - STUDENT BOOK	4	J. Braune	Future Man	9781775815839	Z. Abrahams	20	R				R	
WHOLESALE AND RETAIL - WORKBOOK	4	J. Braune	Future Man	9781775815846	Z. Abrahams	50	R				R	
LIFE ORIENTATION - SKILLS - STUDENT BOOK	4	E. Rooth	Via Afrika	9781415443873	Z. Abrahams	15	R				R	
LIFE ORIENTATION - ICT - STUDENT BOOK	4	A.Thorne	Macmillian	9781430806868	Z. Abrahams	15	R				R	
ENGLISH FAL - HANDS ON TRAINING - STUDENT BOOK	4	F. Wade	Future Man	9781775812357	Z. Abrahams	0	R				R	
MATHS LIT - HANDS ON TRAINING - STUDENT BOOK	4	Viljoen	Future Man	9781920671006	Z. Abrahams	0	R				R	
							233	R			R	
National Certificate (Vocational) NCV 2026												R
PROGRAMME: PRIMARY HEALTH L2							ACADEMIC HEAD: Z. ABRAHAMS		PROGRAMME MANAGER: S. BEHARDIEN			R
SUBJECT + TITLE	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY						
						2024						
The Human Body and Mind	2	T Mahlanze	Pearson	9781775785828	Z. Abrahams	75	R				R	
Public Health	2	Du Plessis	Pearson	9781775786061	Z. Abrahams	75	R				R	
The South African Health Care System	2	Tshitshi	Pearson	9781775785811	Z. Abrahams	75	R				R	
Community Orientated Primary Care	2	T Marcus	Pearson	9781775785804	Z. Abrahams	75	R				R	
Life Orientation – SKILLS	2	E Rooth,	Future Man	9781920133528	Z. Abrahams	75	R				R	
Life Orientation – ICT	2	A.Thorne	Macmillian	9781430806790	Z. Abrahams	75	R				R	
Mathematical Literacy	2	C. Bruwer,	Future Man	9781920133474	Z. Abrahams	75	R				R	
English FAL	2	F.Wade,	Future Man	9781920133498	Z. Abrahams	75	R				R	
							545	R			R	
National Certificate (Vocational) NCV 2026												R
PROGRAMME: PRIMARY HEALTH L3							ACADEMIC HEAD: Z. ABRAHAMS		PROGRAMME MANAGER: S. BEHARDIEN			R
SUBJECT + TITLE	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY						
						2024						
The Human Body and Mind	3	T. Mahlanze	Pearson	9781775951377	Z. Abrahams	40	R				R	
Public Health	3	D. Plessis,	Pearson	9781775951384	Z. Abrahams	23	R				R	
The South African Health Care System	3	T. Nguba,	Pearson	9781775953586	Z. Abrahams	33	R				R	
Community Orientated Primary Care	3	T. Marcus,	Pearson	9780620603720	Z. Abrahams	33	R				R	
Life Orientation – SKILLS	3	E Rooth,	Via Africa	9781415443873	Z. Abrahams	40	R				R	
Life Orientation – ICT	3	A.Thorne	Macmillian	9781430806806	Z. Abrahams	15	R				R	
											R	

Mathematical Literacy	3	C. Bruwer,	Future Man	9781920671006	Z. Abrahams	40	R	R
							R	R
English FAL	3	F. Wade,	Future Man	9781775810858	Z. Abrahams	35	R	R
							R	R

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National Certificate (Vocational) NCV 2026							R	R
PROGRAMME: PRIMARY HEALTH L4 ACADEMIC HEAD: Z. ABRAHAMS PROGRAMME MANAGER: S. BEHARDIEN							R	R
SUBJECT + TITLE	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY		
						2024	R	R
The Human Body and Mind	4	V. Major,	Pearson	9781775956204	Z. Abrahams	30	R	R
Public Health	4	G. Hughes	Pearson	9781775956181	Z. Abrahams	30	R	R
The South African Health Care System	4	P. Mohlathi,	Pearson	9781775956174	Z. Abrahams	30	R	R
Community Orientated Primary Care	4	T. Marcus	Pearson	9781775785804	Z. Abrahams	30	R	R
Life Orientation – SKILLS	4	E Rooth,	Via Africa	9781415445471	Z. Abrahams	30	R	R
Life Orientation – ICT	4	A.Thorne	Macmillian	9781430806868	Z. Abrahams	15	R	R
Mathematical Literacy	4	C. Bruwer,	Future Man	9781775812418	Z. Abrahams	30	R	R
English FAL	4	F. Wade ,	Future Man	9781775812357	Z. Abrahams	35	R	R

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Education and Development	Level	Author	Publisher	ISBN no.	Deliver to	ORDER QUANTITY		
						2024	R	R
ART & SCIENCE OF TEACHING	3	2 Mellanie Vermaak	Mc millan	9781770305137	L Bosman	10	R	R
ART & SCIENCE OF TEACHING		R Burger, Botha	Juta	9781775816904	L Bosman	0	R	R
ART & SCIENCE OF TEACHING		4 Sunette Kruger	Juta	9780702187582	L Bosman	10	R	R
ARTS & SCIENCE OF TEACHING	3	P Marais, B Burns	Mc Millan	9781770307360	L Bosman	10	R	R
Early Childhood Development	2	Melanie Vermaak	Future Managers	9781920203696	Education & Development	0	R	R
Early Childhood Development	3	Melanie Vermaa	Future Managers	9781920203702	L Bosman	10	R	R
Early Childhood Development	4	Woodward, S	Mc Millan	9781431000081	L Bosman	10	R	R
Human and Social Development	2	Juanita Loubser	Juta	9780702180132	Education & Development	0	R	R
Human and Social Development	2	E Vula Training	McMillian	9781770305120	Education & Development	0	R	R
Human and Social Development	3	A Du Preez & S Krug	Juta	9780702181047	Education & Development	0	R	R
Human and Social Development	3	N Horn, P Huysen, S	McMillian	9781770307407	Education & Development	0	R	R
Human and Social Development	4	A Voges	Juta	9780702187605	L Bosman	40	R	R
Human and Social Development	4	M Ryan	McMillian	9781431000043	Education & Development	0	R	R
Learning Psychology	2	Juanita Loubser	Juta	9870702180194	Education & Development	0	R	R
Learning Psychology	2	Lee Louw	Future Managers	9871920203726	Education & Development	0	R	R
Learning Psychology	3	S Kruger	Juta	9780702181061	Education & Development	0	R	R
Learning Psychology	3	N Horn and P Huyge	McMillian	9781770307384	Education & Development	0	R	R
Learning Psychology	4	N Horn and P Huyge	McMillian	9781430000067	L Bosman	10	R	R
Learning Psychology	4	Sunette Kruger	Juta	978702187568	Education & Development	0	R	R
English First Additional Language	2	Wade F, Steenkamp	Future Managers	9781920133498	Education & Development	0	R	R
English First Additional Language	3	Wade, F & Hallet, M	Future Managers	9781775810858	Education & Development	0	R	R
English First Additional Language	4	Quinn, S & Papadop	MacMillan	9781770304741	L Bosman	40	R	R
Life Orientation ICT	2	A Thorn	MacMillan	9781430806790	Education & Dev	0	R	R
Life Orientation ICT	3	A Thorn	MacMillan	9781430806806	Education & Dev	0	R	R

[illegible]

## GUGULETHU CAMPUS      NCV TEXTBOOKS ORDER

Title of text book	Level	Author	Publisher	ISBN no.	Campus	Deliver to	QUANTITY TO BE ORDERED 2024	Unity Price	Total Price    R
English	2	Frieda Wade & Lynnette Steenkamp	Future Managers	9781920133498	Gugulethu	Chris Gum	132	R	R
Maths Literacy	2	Celie Bruwer & Laome, Voges	Future Manahers	9781920133474	Gugulethu	Masiza N	178	R	R
Life Skills & Computer Literacy (COM LIT)	2	A Thorne	Troupant & Macmillan	9781430806790	Gugulethu	Chris Gum	110	R	R
Life Skills & Computer Literacy (LIFE SKILLS)	2	M Swart, etal	Future Managers	9781920133528	Gugulethu	Chris Gum	100	R	R
Entrepreneurship (MAN&OA)	2	P Bruwer, N Cilliers	Future Managers	9781920133467	Gugulethu	Chris Gum	110	R	R
Office Practice (MAN&OA)	2	E Leroux, CM Oosthuizen, P Greef, T Coetsee	Troupant & Macmillan	9781920075217	Gugulethu	Chris Gum	35	R	R
Office Data Processing (OA)	2	I Fourie	Future Managers	9780639211480	Gugulethu	Chris Gum	05	R	R
Business Practice (OA)	2	A Suresh, M Ronaldson & B Wicks	Macmillan	9781920075200	Gugulethu	Chris Gum	25	R	R
Management Practice (MAN)	2	A Thorne	Future Managers	9781920133368	Gugulethu	Chris Gum	135	R	R
Operations Management (MAN)	2	M Engelbrecht	Nasou via Afrika	9781415405109	Gugulethu	Chris Gum	130	R	R
Financial Management (MAN)	2	P VanDerMerwe	Troupant	9781920075071	Gugulethu	Chris Gum	127	R	R
								R	R
English	3	F Wade, N Hallett	Future Managers	9781775810858	Gugulethu	Chris Gum	35	R	R
Maths Literacy	3	A Thorne	Macmillan & Troupant	9781431053117	Gugulethu	Chris Gum	72		
Life Skills & Computer Literacy (COM LIT)	3	A Thorne	Troupant	9781430806806	Gugulethu	Chris Gum	122	R	R
Life Skills & Computer Literacy (LIFE SKILLS)	3	E Rooth, etal	Via afrika	9781415443873	Gugulethu	Chris Gum	71		
Project Management (MAN&OA)	3	P Huygeen	Macmillan & Troupant	9780853208884	Gugulethu	Chris Gum	0		
Office Data Processing (OA)	3	C Dutoit S, VD	Future Managers	9780639109886	Gugulethu	Chris Gum	90		
Business Practice (OA)	3	A Suresh, M Ronaldson & B Wicks	Macmillan	9781920075866	Gugulethu	Chris Gum	42	R	R
Office Practice (OA)	3	Eleroux, E orf, M De Klerk	Macmillan & Troupant	9781920075873	Gugulethu	Chris Gum	48	R	R
Financial Management (MAN)	3	Ndaba, Volkwyn	Future Managers	9780702178238	Gugulethu	Chris Gum	20	R	R
Management Practice (MAN)	3	A Thorne	Macmillan & Troupant	9781920075842	Gugulethu	Chris Gum	16	R	R
Operations Management (MAN)	3	M Engelbrecht	Macmillan & Troupant	9781920075835	Gugulethu	Chris Gum	13	R	R
English	4	F Wade, N Hallett	Future Managers	9781775812357	Gugulethu	Chris Gum	44		
Maths Literacy	4	A Thorne	Macmillan & Troupant	9781431053131	Gugulethu	Chris Gum	44	R	R
Life Skills & Computer Literacy (LIFE SKILLS)	4	E Rooth, etal	Via afrika	9781415445471	Gugulethu	Chris Gum	64	R	R
Project Management (MAN&OA)	4	Huygen	Macmillan	9781770304826	Gugulethu	Chris Gum	70	R	R
Office Data Processing (OA)	4	C DuToit, S VDMerwe	Future Managers	9780639109893	Gugulethu	Chris Gum	50		
Office Practice (OA)	4	ME Smith, DL Ouwerkerk	Troupant & Macmillan	9781920311551	Gugulethu	Chris Gum	36		
Business Practice (OA)	4	TL Krul, M Ronaldson, T Pillay	Troupant & Macmillan	9781920248956	Gugulethu	Chris Gum	24		
Financial Management (MAN)	4	B Brown	Macmillan	9781920311322	Gugulethu	Chris Gum	20		
Management Practice (MAN)	4	TL Krul	Macmillan	9781920311469	Gugulethu	Chris Gum	13	R	R
Operations Management (MAN)	4	S Paarman, M Bosman	Macmillan	9781920311568	Gugulethu	Chris Gum	16	R	R
								R	R

PINELANDS CAMPUS National Certificate (Vocational) NCV 2024									
Title of text book	Level	Author	Publisher	ISBN no.	Campus	Deliver to	ORDER QUANTITY 2024	Unity Price	Total Price R
Electrical Principles and Practice	2	JOWAHEER	Troupant	9781430800286	Pinelands	R FESTER	22	R	R
Electrical Principles and Practice	3	JOWAHEER	Troupant	9781430801948	Pinelands	R FESTER	48	R	R
Electrical Principles and Practice	4	JOWAHEER	Troupant	9781430803195	Pinelands	R FESTER	7	R	R
Workshop Practice	2	JOWAHEER	Troupant	9781430800323	Pinelands	R FESTER	28	R	R
Electrical Workmanship	3	JOWAHEER	Troupant	978140801948	Pinelands	R FESTER	15	R	R
Electrical Workmanship	4	JOWAHEER	Troupant	9781430803218	Pinelands	R FESTER	0	R	R
Mathematics: Hands-On Training (New Syllabus) Student's boo	2	DANIELS / SOLOMONS	Future Managers PTY LTD	9781920364274	Pinelands	R FESTER	136	R	R
Mathematics: Hands-On Training (New Syllabus) Student's boo	3	DANIELS / SOLOMONS	Future Managers PTY LTD	9781920364762	Pinelands	R FESTER	49	R	R
Mathematics: Hands-On Training (New Syllabus) Student's boo	4	DANIELS / SOLOMONS	Future Managers PTY LTD	9781920540890	Pinelands	R FESTER	0	R	R
Electronic Control and Digital Electronics	2	JOWAHEER	MacMillan	9781430800309	Pinelands	R FESTER	23	R	R
Electronic Control and Digital Electronics	3	JOWAHEER	MacMillan	9781430801986	Pinelands	R FESTER	34	R	R
Electronic Control and Digital Electronics	4	JOWAHEER	MacMillan	9781430803225	Pinelands	R FESTER	8	R	R
Electrical System Practice	2	JOWAHEER	Troupant	9781430800385	Pinelands	R FESTER	23	R	R
Electrical System Practice	3	JOWAHEER	Troupant	9781430802006	Pinelands	R FESTER	38	R	R
Electrical System Practice	4	JOWAHEER	Troupant	9781430803201	Pinelands	R FESTER	0	R	R
Life Orientation	2	SWART / HAIRBOTTLE / PEL	Via Afrika	978192033528	Pinelands	R FESTER	0	R	R
Life Orientation	3	ROOTH / VAN STRAATEN	Via Afrika	9781415443873	Pinelands	R FESTER	21	R	R
Life Orientation	4	ROOTH / VAN STRAATEN	Via Afrika	978145445471	Pinelands	R FESTER	0	R	R
Language Hands -On Training	2	WADE / STEENKAMP	Future Managers PTY LTD	9781920133498	Pinelands	R FESTER	136	R	R
Language Hands -On Training	3	WADE / HALLET	Future Managers PTY LTD	9781775810858	Pinelands	R FESTER	46	R	R
Language Hands -On Training	4	WADE / STEENKAMP	Future Managers PTY LTD	9781775812357	Pinelands	R FESTER	0	R	R
Computer Literacy L2 (2022)	2	A.THORNE 3 <sup>rd</sup> Ed	MacMillan	9781430806790	Pinelands	R FESTER	113	R	R
Computer Literacy L3	3	A.THORNE 3 <sup>rd</sup> Ed	MacMillan	9781430806806	Pinelands	R FESTER	48	R	R
Computer Literacy L4	4	A.THORNE 3 <sup>rd</sup> Ed	MacMillan	9781430806868	Pinelands	R FESTER	5	R	R
Electronics and digital concept for robotics	2	C Spies	Mac Millan	9781430810353	Pinelands	R FESTER	44		
Robotics Fundamentals	2	D Sasti & C Spies	Mc Millan	9781430810445	Pinelands	R FESTER	6	R	R
Electrotechnology (Robotics)	2	JOWAHEER & van Heerden	Troupant	9781920311995	Pinelands	R FESTER	46		
Basic principles of computer programming and literacy	2	S sasti & D Sasti	Mc Millan	9781430810414	Pinelands	R FESTER	01	R	R
Introduction to Robotics	2	S Sasti & D Sasti	Troupant	9781430810445	Pinelands	R FESTER	46	R	R
Electronics and digital concept for robotics	3	S Sasti & D Sasti	Troupant	9781430811114	Pinelands	R FESTER	56	R	R
Introduction to Technical programming	3	S Sasti & D Sasti	Troupant	9781430811213	Pinelands	R FESTER	57	R	R
Electrotechnology (Robotics)	3	Nazeem Joseph, Janloo	Pearson	9780796230126	Pinelands	R FESTER	60	R	R
Introduction to Robotics	3	S Sasti & D Sasti	Troupant	9781430811251	Pinelands	R FESTER	58	R	R
Robotics Fundamental (New)	4	S Sasti & D Sasti	Troupant	9781430811275	Pinelands	R FESTER	7	R	R
Computer programming and Computer Literacy (New)	4	S Sasti & D Sasti	Troupant	9781430811237	Pinelands	R FESTER	7	R	R
Electrotechnology	4	Lotz, T	Pearson	9781770259928	Pinelands	R FESTER	6	R	R
Electronics and Digital concept for robotics	4	C Spies	Mac Millan	9781430811138	Pinelands	R FESTER	6	R	R
LECTURER'S GUIDE FOR ROBOTICS					Pinelands	R FESTER		R	R
Robotics Fundamental (New)	4	S Sasti & D Sasti	Troupant	9781430811268	Pinelands	R FESTER	3	R	R
Computer programming and Computer Literacy (New)	4	S Sasti & D Sasti	Troupant	9781430811220	Pinelands	R FESTER	3	R	R
Electrotechnology	3	Pathways series	Pearson	9780796230300	Pinelands	R FESTER	1	R	R
Electronics and Digital concept for robotics	4	S Sasti & D Sasti	Troupant	9781430811121	Pinelands	R FESTER	3	R	R
								R	R

Mathematics N6	N6	B De Wet/D van Rensburg	Heinemann	978-1-8685-3668-9	Pinelands	ABeeming/Rm15	30	R	R
Electrotechnics N6 (new book)	N6	SA Churturgoon	TVET FIRST	9781430809081	Pinelands	R FESTER	0	R	R
Industrial Electronics N6	N6	Johan Kraft	Future Managers	9780639113340	Pinelands	R FESTER	30	R	R
Digital Electronics N6 (Third Edition)	N6	GH van der Klashorst & David	Future Managers	978-1-9206-7188-4	Pinelands	ABeeming/Rm15	0	R	R
<b>Total</b>								<b>R</b>	<b>R</b>

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CITY CAMPUS TEXTBOOKS ORDER SPECIFICATIONS							
2024 NC(V) FUNDAMENTALS							
SUBJECT	Publisher	Level	ISBN No.	Author	Quantity to be Ordered	Unity Price	Total Price R
Maths Lit	Future Managers	2	978-1-920133-47-4	Cecile Bruwer & Salome Voges	257	R	R
Maths Lit	Future Managers	3	978-1920671-00-6	Cecile Bruwer & Salome Voges	37	R	R
Maths Lit	Future Managers	4	978-1775812-41-8	Cecile Bruwer & Salome Voges	0	R	R
English	Future Managers	2	978-1920540920	Various	221	R	R
English	Future Managers 2013	3	978-1775810957	Frieda Wade & Mercia Hallett	0	R	R
English	Future Managers 2014	4	978-1775812357	Frieda Wade & Lynette Steenkamp	0	R	R
Life Skills and Computer Literacy	Via Afrika	2	9781415439616	E Rooth, F Van der Staarten, etal	510	R	R
Life Skills and Computer Literacy	Via Afrika	3	9781415443873	E Rooth, F Van der Staarten, etal	137	R	R
Life Skills and Computer Literacy	Via Afrika	4	9781415445471	E Rooth, F Van der Staarten, N Shibambo	50		
<b>Total</b>						<b>R</b>	<b>R</b>
NC(V) HOSPITALITY 2026							
SUBJECT	Publisher	LEVEL	ISBN No.	Author	Quantity to be Ordered	Unity Price	Total Price R
Client service and Human relations	Macmillan	2	9780853205173	Stalk Education	24	R	R
Hospitality services	Macmillan	2	9781770171251	M Postma	4	R	R
Food preparation	Macmillan	2	9781770171244	L Lotz	24	R	R
Hospitality Generics	Macmillan	2	9781770171237	B Van Niekerk/ J Van 3Niekerk	16	R	R
Client service and Human Relations		3			0	R	R
Hospitality services	Macmillan	3	9781770172135	M Postma	3	R	R
Food preparation		3			0	R	R
Hospitality generics	Macmillan	3	9781770172159	B Van Niekerk/ JH Van	4	R	R

				Niekerk			
Client service and Human relations		4			0	R	R
Hospitality services	M Postma	4	9781770173156	Macmillan	9	R	R
Food preparation	V Van Aarde	4	9781920203436	Future Managers	5	R	R
Hospitality services		4			0	R	R
R						R	R
						R	R
Catering Theory (Student book)	Future manager	6	9781776372225	Future manager	6	R	R
Computer practice N4	Mac millan	6	9781430808428	S Sasti & D Sasti	23	R	R
R						R	R
SG001 Kitchen fundamentals	N/a	Year 1	N/A	Haun Smith: The fusion cooking school	40	R	R
SG002 Food production	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	40	R	R
SG003 Food and Beveraga ingredients	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	40	R	R
WB001 Workbook 1	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	40	R	R
PG001 Practical book 1	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	40	R	R
LOG001cf Chef logbook 1	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	40	R	R
<b>FACILITATOR MATERIAL</b>						R	R
SG001 Kitchen fundamentals	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	4	R	R
SG002 Food production	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	4	R	R
SG003 Food and Beveraga ingredients	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	4	R	R
WB001 Workbook 1 Lecturer answers	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	4	R	R
PG001 Practical book 1	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	4	R	R
<b>STUDENT MATERIAL</b>						R	R
Flavour, Pastry, Bakery and Desset	N/A		N/A	Haun Smith: The fusion cooking school	25	R	R
Food items dishes	N/A	Year 2	N/A	Haun Smith: The fusion cooking school	25	R	R
Workbook 2	N/A	Year 2	N/A	Haun Smith: The fusion cooking school	25	R	R
Non-cooking practical book	N/A	Year 2	N/A	Haun Smith: The fusion cooking school	25	R	R
Chef logbook 2	N/A	Year 2	N/A	Haun Smith: The fusion cooking school	25	R	R
<b>FACILITATOR MATERIAL</b>	N/A		N/A			R	R
Flavour, Pastry, Bakery and Desset	N/A	Year 2	N/A	Haun Smith: The fusion cooking school	3	R	R
Food items and dishes	N/A	Year 2	N/A	Haun Smith: The fusion cooking school	3	R	R
Workbook 2	N/A	Year 2	N/A	Haun Smith: The fusion cooking school	3	R	R
Non-cooking practical book 2	N/A	Year 2	N/A	Haun Smith: The fusion cooking school	3	R	R
Chef logbook 2	N/A	Year 2	N/A	Haun Smith: The fusion cooking school	3	R	R

Workbook 2 Lecturer answers	N/A	Year 1	N/A	Haun Smith: The fusion cooking school	3	R	R
Practical book 2 lecturer answers	N/A	Year 2	N/A	Haun Smith: The fusion cooking school	3	R	R
			N/A				
<b>Total</b>					<b>32</b>	<b>R</b>	<b>R</b>

NCV TOURISM							
NCV: Programme 2026							
SUBJECT	Publisher	LEVEL	ISBN No.	Author	Quantity to be Ordered	Unity Price	Total Price R
Client Service and Human Relations	Macmillan	2	9780853205173	ANON	0	R	R
Science Tourism	Macmillan	2	9780853205159	ANON	18	R	R
Sustainable Tourism in SA	Macmillan	2	978		0	R	R
Tourism Operations	Macmillan	2	9780853205210	ANON	8	R	R
Client Service and Human Relations	Macmillan	3	9780853208983	ANON	0	R	R
Client Service and Human Relations (ebook)	Publisher	3	9780853209003	ANON	63	R	R
Science of Tourism (Lecturer Guide)	Macmillan	3	9780853209027	ANON	3	R	R
Tourism Operations	Macmillan	3	9780853209041	ANON	80	R	R
Client service and Human Relations	Macmillan	4	9781770304611	ANON	66	R	R
Science of Tourism	Macmillan	4	9781770304659	ANON	60	R	R
Sustainable Tourism in SA	Macmillan	4	9781770304598	ANON	130	R	R
Tourism Communication	Future managers	5	9781775813699	LYNETTE STEENKAMP	55	R	R
Tourist Destinations: Africa	Macmillan	5	9781430804703	ANON	55	R	R
Tourist Sestinations: indian Ocean islands	Macmillan	5	9781430805229	ANON	55	R	R
Tourism Destinations: Workbook(WB)	Macmillan	5	9781430805243	ANON	55	R	R
Travel Office procedures student book	Future Managers	5	9780639210179	C.ESTERHUYSE & HARRISON	55	R	R

Travel office procedures workbook	Future Managers	5	9780639210193	C. ESTERHUYSE & HARRISON	55	R	R
Travel services student book	Macmillan	5	9781430809302	M. JACOBS	55	R	R
Travel services workbook	Macmillan	5	9780639211909	M. JACOBS	55	R	R
DTT: Fares within Africa Manuals	Development & Training	5	Sourced from the supplier	SHIREEN MAREE	55	R	R
GSA	GSA	5	Sourced from the supplier	GSA MARKETING	55	R	R
Hotel Reception student book	Future managers	6	9781920671624	Claudia Swart	33	R	R
Tourist destinations student book vol I	Future Managers	6	9781775812227	LM Hickman	54	R	R
Tourist destinations student book vol II	Future Managers	6	9781775813675	N Vermeulen	20	R	R
Travel service textbook	Macmillan	6	9781430809333	L Daly	38	R	R
Travel services workbook	Macmillan	6	9780639211909	L. Daly	38	R	R
Travel office procedures student book	Future Managers	6	9780639210476	Joubert & De Wet	38	R	R
Computer practice N4(student book)	Macmillan	6	9781430808428	S Sasti & D Sasti	84	R	R
GSA	GSA	5	Source directly from sole suppliers	GSA Marketing	110	R	R
<b>R</b>						R	R
<b>STUDENT MATERIAL</b>						R	R
OC Travel professional learning	N/A	Year 1	N/A		60	R	R
DTT: Fares within Africa Manuals	Development & Training	Year 1	Source directly from sole suppliers	Shireen Maree	60	R	R
Tourism Blue print	Tourism Blue print	Year 1	Source directly from	Tourism Blue print	60	R	R

			sole suppliers				
GSA	GSA	Year 1	Source directly from sole suppliers	GSA Marketing	60	R	R
	Total				59		R

**191 PROGRAMMES CITY CAMPUS**

SUBJECT	Publisher	LEVEL	ISBN No.	Author	Quantity to be Ordered	Unity Price	Total Price R
<b>BUSINESS MANAGEMENT N4</b>							
Introduction to Financial Accounting	Macmillan	N4	978-1430808589	CH Esterhuyse & A Janse van Rensburg	0	R	R
Introduction to Financial Accounting	Macmillan	N4	978-1430809425	CH Esterhuyse & A Janse van Rensburg	25	R	R
Entrepreneurship & Business Management N4 STUDENT TEXT BOOK	Macmillan	N4	978-1430809678	A Janse van Rensburg	0	R	R
Entrepreneurship & Business Management N4 - STUDENT WORK BOOK	Macmillan	N4	978-1430812319	A Janse van Rensburg	0	R	R
Say it in Plain English	Future Managers	N4	978-1775819752	Wade & Steenkamp	0	R	R
Computer Practice N4	Future Managers	N4	978-0-6391-0938-1	P De Villiers	0	R	R

BUSINESS MANAGEMENT N5							
Entrepreneurship & Business Management	Future Managers	N5	978-1776372157	Bruwer, Francis & Cilliers	0	R	R
Sales Management	Future Managers	N5	978-1919786148	Roelofse, Francis	40	R	R
Public Relations 5	Future Managers	N5	978-1919786759	Varley	10	R	R
COMPUTER PRACTICE N5: OFFICE 2019/2016	Future Managers	N5	978-0-63921-000-1	Du Toit & Van Der Merwe	41	R	R
<b>Total</b>						R	R
BUSINESS MANAGEMENT N6							
SUBJECT	Publisher	LEVEL	ISBN No.	Author	Quantity to be Ordered	Unity Price	Total Price R
Entrepreneurship & Business Management	Future Managers	N6	978-1-77637-2	Cilliers, Francis, Bruwer	0	R	R
Advanced Sales Management	Future Managers	N6	978-1919786841	Nortje	20	R	R
Cost & Management Accounting N5	Seyfferdt Publishers	N6	9781928263593	Viljoen	50	R	R
Public Relations N6	Future Managers	N6	978-1-920671-79-2	JL Wiehahn	30	R	R
<b>Total</b>						R	R
MANAGEMENT ASSISTANT N4							
SUBJECT	Publisher	LEVEL	ISBN No.	Author	Quantity to be Ordered	Unity Price	Total Price R
Office Practice N4	Future Managers	N4	978-1920364731	Oosthuizen	-	R	R
Information Processing N4	Future Managers	N4	978-0639109305	Liebenberg, Retief, VD Merwe, Van As	0	R	R
Say it in Plain English	Future Managers	N4	9781775819752	Wade & Steenkamp	0	R	R
Computer Practice N4	Future Managers	N4	978-0-6391-0938-1	P De Villiers	0	R	R
<b>Total</b>						R	R
MANAGEMENT ASSISTANT N5							
Office Practice N5	Future Managers	N5	978-1920364748	Oosthuizen	-	R	R
Information Processing N5	Future Managers	N5	978-0-63910-492-8	Fourie & Redelinghuys	-	R	R
COMMUNICATION N5	Future Managers	N5	978-0-6392-1006-3	L Steenkamp & F Wade	15	R	R
COMPUTER PRACTICE N5: OFFICE 2019/2016	Future Managers	N5	978-0-63921-000-1	Du Toit & Van Der Merwe	66	R	R

<b>Total</b>						<b>R</b>	<b>R</b>
<b>MANAGEMENT ASSISTANT N6</b>							
Office Practice N6	Future Managers	N6	978-1920364755	Oosthuizen, Coetsee	12	R	R
COMMUNICATION N6	Future Managers	N6	978-0639210087	L Steenkamp & F Wade	6	R	R
Information Processing N6 OFFICE 2019 - STUDENT BOOK	Future Managers	N6	978-1919786230	van der Merwe, van As	-	R	R
Public Relations N5	Future Managers	N6	978-1919786759	Varley	13	R	R
<b>Total</b>						<b>R</b>	<b>R</b>
<b>FINANCIAL MANAGEMENT N4</b>							
Entrepreneurship & Business Management N4 STUDENT TEXT BOOK	Macmillan	N4	978-1430809678	A Janse van Rensburg	0	R	R
Entrepreneurship & Business Management N4 - STUDENT WORK BOOK	Macmillan	N4	978-1430812319	A Janse van Rensburg	0	R	R
Say it in Plain English	Future Managers	N4	9781775819752	Wade & Steenkamp	0	R	R
Financial Accounting N4 - Student Book	Seyfferdt Publishers	N4	978-0958381062	Groenewald, Strydom	0	R	R
Financial Accounting N4 - Exercise book	Seyfferdt Publishers	N4	978-1919701202	Groenewald, Strydom	0	R	R
Computerised Financial Systems STUDENT BOOK	Future Managers	N4	978-0-6392-1193-0	Redelinghuys	0	R	R
Computerised Financial Systems - STUDY GUIDE (work book)	Future Managers	N4	978-1775819790	Redelinghuys	0	R	R
<b>Total</b>						<b>R</b>	<b>R</b>
<b>FINANCIAL MANAGEMENT N5</b>							
Entrepreneurship & Business Management	Future Managers	N5	978-1776372157	Bruwer, Francis & Cilliers	25	R	R
Cost & Management Accounting N5	Seyfferdt Publishers	N5	978-1928263593	Viljoen	40	R	R
Financial Accounting N5 - student book	Seyfferdt Publishers	N5	9781919701042	Strydom & Le Roux	15	R	R
Financial Accounting N5 - Workbook	Oxford University Press	N5	978-0190758394	Teresa-Ann Ruster	0	R	R
Computerised Financial Systems N5 (student book)	Oxford University Press	N5	978-0-19-075263-7	Charleen October and Liza Hamman	10	R	R



<b>Total</b>				<b>0</b>	<b>363</b>	<b>R</b>	<b>R</b>
<b>FINANCIAL MANAGEMENT N6</b>							
Entrepreneurship & Business Management (NOTE: COULD NOT HAND OUT BECAUSE RECEIVED ONLY 16 BOOKS - used old syllabus books)	Future Managers	N6	978-1-77637-241-6	Cilliers, Francis, Bruwer	22	R	R
Cost & Management Accounting N6	Future Managers	N6	978-920364-68-7	Van Eeden	0	R	R
Financial Accounting N6	MACMILLAN	N6	978-1-4308-0208-2	R Eyssen & M Richards	0	R	R
Computerised Financial Systems N6	Future Managers	N6	978-1776372454	October, Redelinghuys, VD Westhuizen	0	R	R
<b>Total</b>					<b>241</b>	<b>R</b>	<b>R</b>
<b>ART &amp; DESIGN</b>							
Entrepreneurship & Business Management N4 STUDENT TEXT BOOK	Macmillan	N4	978-1430809678	A Janse van Rensburg	25	R	R
Entrepreneurship & Business Management N4 - STUDENT WORK BOOK	Macmillan	N4	978-1430812319	A Janse van Rensburg	30	R	R
<b>Total</b>						<b>R</b>	<b>R</b>

						R	R
<b>NC(V) MANGEMENT _CITY CAMPUS</b>							
					<b>Quantity to be Ordered</b>		
Title of text book L2	Publisher	LEVEL	ISBN no.	Author		R	R
Operations Management	FCS	2	9781770307292	Wooley, graham, addison	42		
Management Practice	Future Managers	2	9781920133368		26		
Financial Management	Macmillan Troupant	2	9781920075071		69		
Entrepreneurship	Future Managers	2	9781920133467	P Bruwer, N Cilliers	30		
					<b>Quantity to be Ordered</b>		
Title of text book L3	Publisher	LEVEL	ISBN no.	Author		R	R
Operations Management	Macmillan Troupant	3	9781920075835		16	R	R
Management Practice	Macmillan Troupant	3	9781920075842		8	R	R
Financial Management	Macmillan	3	9781920075825	Van der merwe and paarman	11	R	R
FET FIRST Project Management	Macmillan Troupant	3	9780853208884	P Huygen	0	R	R
Financial Management Workbo	Macmillan	3	9781920248321	Paarman	29	R	R
					<b>Quantity to be Ordered</b>		
Title of text book L4	Publisher	LEVEL	ISBN no.	Author		R	R
Operations Management	Macmillan Troupant	4	9781920311568		35	R	R
Management Practice	Macmillan Troupant	4	9781920311469		33	R	R
Financial Management	Macmillan Boleswa	4	9781920311322		0	R	R
FET FIRST Project Management	Macmillan Troupant	4	9781770304826	N Horn / P Huygen	0	R	R
<b>NC(V) MARKETING _CITY CAMPUS</b>						R	R
					<b>Quantity to be Ordered</b>		
Title of text book	Publisher	LEVEL	ISBN no.	Author		R	R
Pathways to Marketing NQF L2	Heinemann	2	9780796219398	Govendor, Sewbaran	57	R	R
Pathways to Marketing Commu	Heinemann	2	9780796219411	Chettlar, De Beer, Reddy	40	R	R

Pathways to Adverting & Promo	Heinemann		2	9781920133344	P. Kayton & N. Cillies	32	R	R
FET First Contact Centre Operati	MacMillan		2	9781920075101	K. Miller	60	R	R
						<b>Quantity to be Ordered</b>		
Title of text book	Publisher	LEVEL		ISBN no.	Author		R	R
FCS Marketing Level 3	Pearson		3	9781770250550	De Wet, Donaldson, Pilbean, Rodseth	0	R	R
FCS Marketing Communication I	Pearson		3	97881770250574	Karien Gerber	5	R	R
FCS Advertising & Promotions le	Pearson		3	978920364281	J.V/DER Merwe, EDU PLESIS, J. B	0	R	R
FCS Contact Centre Operations L	Pearson		3	978192075859	K. Miller	35	R	R
						<b>Quantity to be Ordered</b>		
Title of text book	Publisher	LEVEL		ISBN no.	Author		R	R
Marketing Level 4	Pearson		4	9781770254008	Donaldson, Kiwiets, Barrett, Pearson	14	R	R
Marketing Communication Leve	Pearson		4	9781770254022	Du Plessis, Gerber	14	R	R
Advertising & Promotions Level	Pearson		4	9781920364298	J. Bakker	14	R	R
FET First Contact Centre Operati	MacMillan		4	9781770307018	C Budai	14	R	R
<b>NC(V) TRANSPORT &amp; LOGISTICS _CITY CAMPUS</b>							R	R
						<b>Quantity to be Ordered</b>		
Title of text book	Publisher	LEVEL		ISBN no.	Author		R	R
Transport Operations Level 2	MacMillan		2	9780987043825		0	R	R
Transport Economics Level 2	MacMillan		2	9780987043818		17	R	R
Freight Logistics Level 2	MacMillan		2	9780987043801		0	R	R
Entrepreneurship	Future Managers		2	9781920133467	P Bruwer, N Cilliers	12	R	R
						<b>Quantity to be Ordered</b>		
Title of text book	Publisher	LEVEL		ISBN no.	Author		R	R
Transport Operations Level 3	Macmillan		3	9780992192914		60	R	R
Transport Economics Level 3	Macmillan		3	9780992192921		25	R	R
Freight Logistics Level 3	Macmillan		3	9780992192907		47	R	R
FET FIRST Project Management	Macmillan Troupant		3	9780853208884	P Huygen	73	R	R

Title of text book	Publisher	LEVEL	ISBN no.	Author	Quantity to be Ordered	R	R
Transport Operations Level 4	MacMillan	4	9780992192952		0		
Transport Economics Level 4	MacMillan	4	9780992192969		0		
Freight Logistics Level 4	MacMillan	4	9780992192945		0		
FET FIRST Project Management	Macmillan Troupant	4	9781770304826	N Horn / P Huygen	0		
Grand Total for City Campus					TOTAL	R	R
<b>GRAND TOTAL FOR ALL CAMPUSES</b>						<b>R</b>	



## **COLLEGE OF CAPE TOWN**

### **SPECIAL CONDITIONS OF CONTRACT:**

**BID NO CCT052025**

**SUPPLY AND DELIVERY OF NCV AND R191  
TEXTBOOKS 2026 FOR TVET ACROSS 5 COLLEGE OF  
CAPE TOWN CAMPUSES**

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## **1. INTRODUCTION**

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 1.2 The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 1.3 These conditions form part of the bid and bidders need to familiarize themselves with the content thereof.

## **2. REGISTRATION ON CENTRAL SUPPLIERS DATABASE**

- 2.1 Bidders need to register on the National Treasury Central Supplier Database in order to do business with the state. Accounting Officers cannot award any bid or price quotations to any supplier who is not registered on the Central Suppliers Database. Bidders must log on [www.csd.gov.za](http://www.csd.gov.za) for self registration.

## **3. CERTIFICATION OF DOCUMENTS BY A COMMISSIONER OF OATH**

- 3.1 Bidders must ensure that all certified copies comply with the Regulation governing the administering of an oath or affirmation. The Commissioner of Oath must append a signature, date and also print out name. Copies that do not comply with this Regulation will be regarded as invalid.
- 3.2 **The date of certification of the original on all copies submitted should not be older than six (6) months.**

## **4. CONTRACT PERIOD**

- 4.1 The contract shall be for a partial delivery(Once off)

## **5. QUANTITIES**

- 5.1 The quantities furnished in the bid are **estimated quantities** and no guarantee can be given regarding the actual quantities that will be ordered.

## **6. RESPONSE FIELDS**

- 6.1 It is imperative that bidders submit responsive bids by completing all mandatory response fields and item questionnaires for the individual items. In this regard bidder's attention is drawn to the response field and price structure explanations and examples supplied in the bid document.
- 6.2 Bid/price quotation documents should not be retyped or redrafted.



- 6.3** The following bid/price quotation documents must be completed in ink, signed and submitted **in an original format**:

Document	Description
SBD 1	Invitation to Bid
SBD 3.1	Pricing Schedule
SBD 4	Declaration of Interest
SBD 6.1	Claim Form in Terms of Preferential Procurement Regulations 2022

- 6.4** Alternative offers may be made for any item(s) on condition that the offer complies with the specification. **It must clearly be marked as an alternative offer.**
- 6.5** Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated in line with the index provided. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated.

## **7. EVALUATION CRITERIA**

The evaluation process will be conducted in phases as follows:

Phase 1	Phase 3	Phase 2
Mandatory Requirements	FUNCTIONALITY REQUIREMENT	Price and Specific Goals
Compliance with mandatory requirements	Bidders will be assessed to verify capacity to execute the contract. Bidders will be expected to provide evidence.	Bids/ Price Quotations evaluated in terms of Preferential Procurement Regulations, 2022 and Internal DCS Procurement Policy

### **7.1 Phase 1: Mandatory Requirements**

#### **7.1.1 Registered on CSD (Central Supplier Database)**

- 7.1.1.1** Bidder must be registered on the Central Supplier Database (CSD) and provide the CSD number

#### **7.1.2 Tax Matters**

- 7.1.2.1** It is a condition of this bid/price quotation that the tax matters of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.
- 7.1.2.2** The Tax Compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids.
- 7.1.2.3** **The bid/price quotation will be awarded to the bidder who is tax compliant.**

### 7.1.3 Standards/Specifications

7.1.3.1 Bidders are required to comply with the attached National Department of Correctional Services Product Specification or specification as indicated on the pricing schedule (SBD 3.1)

### 7.1.4 Bidding for all sub-items

7.1.4.1 In the case of the this bid/price quotation, all items will be awarded as a whole, therefore bidders must bid for all the sub-items as per pricing schedule. **Omission to bid for all sub-items per item may invalidate your offer.**

7.1.5 **Failure to comply with all requirements stipulated in paragraph 7.1 will invalidate your bid.**

## 7.2 Phase 2: Price and Specific Goals

7.2.1 In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the Department on the **80/20 or 90/10-preference** point system in terms of which points are awarded to bidders on the basis of:

- a) **Bid price (maximum 80/90 points)**
- b) **Specific Goals (maximum 20/10 points)**

7.2.2 The following formula will be used to calculate the points for price:

Cases with a Rand value below R50 million (all applicable taxes included)		Cases with a Rand value exceeding R50 million (all applicable taxes included)
$P_s = 80 \frac{P_t - P_{min}}{P_{min}}$		$P_s = 90 \frac{P_t - P_{min}}{P_{min}}$
Where :		
PS	=	Points scored for comparative price of bid or offer under consideration
Pt	=	Comparative price of bid or offer under consideration
Pmin	=	Comparative price of lowest acceptable bid or offer

7.2.3 Specif goals as per College of Cape Town policy will be awarded as per table below:

Specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points (90/10 system)
Women	4	3
Youth	4	2
Disabled Person	4	2

Specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points (90/10 system)
Enterprise located in Western Cape	3	1
Black owned enterprise	5	2

7.2.4 The following documentary proof must be submitted to claim for specific goals:

7.2.4.1 Women: Signed affidavit (signed off by SAPS) confirming gender and/or BBBEE certificate and/or Sworn Affidavit as per DTI prescribed template.

7.2.4.2 Disability: Medical certificate signed by the doctor.

7.2.4.3 Black: Signed affidavit (signed off by SAPS) confirming gender and/or BBBEE certificate and/or Sworn Affidavit as per DTI prescribed template.

7.2.4.4 Youth: Certified copy of Identity document and/or BBBEE certificate and/or Sworn Affidavit as per DTI prescribed template.

7.2.4.5 Black Owned Enterprise: Certified copy of Identity document and/or BBBEE certificate and/or Sworn Affidavit as per DTI prescribed template.

**Note: For the bidder to qualify for preference points, ownership of 51% or more per procurement goal/ historical disadvantaged individual must be obtained.**

7.2.5 **The date of certification of the original should not be older than six (6) months.**

7.2.6 Preference points will be allocated to bidders who have completed and signed the declaration part of the preference claim form on the SBD 6.1 and who have substantiated their claim for specific goals.

### 7.3 **Phase 3: Awarding of bids**

7.3.1 A bid must be awarded to the bidder who scored the highest total number of points in terms of the preference point systems (price and specific goal points), unless objective criteria in terms of section 2(1)(f) of the Act justify the award of the bid to another bidder.

7.3.2 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for specific goals

7.3.3 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

## 8. **VALUE ADDED TAX**

- 8.1 All bid prices are inclusive of 15% Value Added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax.

**9. DECLARATION OF INTEREST (SBD 4)**

- 9.1 It is important that bidders acquaint themselves with the content of the Declaration of Interest (SBD 4).

**9.2 A bidder or his/her authorised representative is required to declare his/her position in relation to the evaluating/adjudicating authority and/or **take an oath declaring his/her interest, where -****

- a) The bidder is employed by the state; and/or
- b) The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

- 9.3 The Declaration of Interest (SBD 4) must be completed in full.

- 9.4 Declarations of any nature will not necessarily prejudice any bidder, however should a bidder knowingly submit false declarations, this Department will act against such bidder (company) and/or its Directors in terms of paragraph 23 of the General Conditions of Contract.

**10. PARTICIPATION OF GOVERNMENT OFFICIALS IN THE BIDDING PROCESS**

**10.1 The Public Administration Act, 2014 (Act no. 11 of 2014), chapter 3, section 8(2)(a) specifies that an employee of the State may not conduct business with the State.**

- 10.2 Bidders having a kinship with persons employed by the state, including a blood relationship, must declare their interest on the SBD 4 (Declaration of Interest).

**11. FRONTING**

- 11.1 The College of Cape Town supports the spirit of Broad Based Black Economic Empowerment and recognizes that real development can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in:

- a) An honest, fair, equitable, transparent and legally compliant manner. Against this background the College of Cape town condemn any form of fronting.
- b) The College of Cape Town, in ensuring that bidders conduct themselves in an honest manner will as part of the bid evaluation processes, conduct or initiate



the necessary enquiries, investigations to determine the accuracy of the representations made in the bid documents.

- 11.2 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/ investigation, the onus will be on the bidder/ contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from the date of notification may invalidate the bid/ contract and may also result in the restriction of the bidder/ contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the Department may have against the bidder/ contractor concerned.

## **12. PRICE AND PRICE QUALIFICATION**

- 12.1 Prices shall be quoted in South African currency.
- 12.2 The bid prices shall be given in the units shown.
- 12.3 Prices must be inclusive of delivery cost and all applicable taxes.

## **13. SUBMISSION OF BIDS**

- 13.1 Each bid/price quotation should be submitted in a separate sealed envelope or suitable cover on which the name and address, the bid number and the closing date must be clearly endorsed.

## **14. LATE BIDS**

- 14.1 Bids/price quotations received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder.

## **15. COMMUNICATION**

- 15.1 No communication with any Procurement Official will be allowed during the running period of the bid.
- 15.2 Communication after the closing date of the bid must be in writing and addressed to the Supply Chain manager.
- 15.3 The College of Cape Town may request clarification regarding information provided by bidders. Bidders are to supply the required information within the specified period. Failing to do so will invalidate your bid.

## **16. VENDOR ASSESSMENT (CAPABILITY AND FINANCIAL ABILITY)**

- 16.1 The College of Cape Town will have the right to confirm the ability of bidders to execute this contract successfully. This includes an investigation by the College of Cape Town or its appointee of the following:



- a) The bidder's financial position to execute the contracts,
- b) Previous contracts executed and current contracts,
- c) **Delivery periods, quality and quantity of products.**

**16.2 Please provide contactable details of current and previous clients for the supply and delivery of similar items and where the business was gained within past Five years by means of a price quotation/bidding process (Reference letters from clients in letter head(s) indicating contactable details such as email, fax, telephone numbers and address).**

16.3 The premises/factory of the bidder or contractor should be open at all reasonable hour for inspection by a representative of the College and/or its approved institution.

16.4 **Should the contractor not cooperate in any of these matters and/or do not have the capability to execute the contract his/her offer will be regarded as not acceptable.**

## **17. NEGOTIATIONS**

17.1 The College of Cape Town reserves the right to negotiate with bidders prior to the award of the bid.

## **18. ORDERS/DELIVERIES/DELIVERY BASIS**

18.1 Before delivery of any product on this contract is conducted, the contractor must be in possession of an official order issued by an authorized official of the Department.

18.2 Firm delivery period must be quoted for the duration of the contract period.

18.3 Products must be delivered and off loaded by the contractor in the transit area of the delivery point.

18.4 Delivery will be accepted on weekdays between 8:00 and 14:00

18.5 All deliveries and dispatches must be accompanied by a delivery note stating the official order number against which the delivery is affected.

18.6 Deliveries not complying with the order/specifications will be returned to the contractor at the contractor's expense.

18.7 The Department of Correctional Services may postpone or delay deliveries if it finds itself in any such position, as a result of circumstances beyond its control, which will make it impossible to comply with the specified delivery dates.





## 19. PACKAGING

- 19.1 If applicable, your attention is drawn to the packaging requirements stipulated in the specification.
- 19.2 There should be a labelling/description of the delivered items on the outside of the packaging that will correspond with the invoice.

## 20. CONTRACT MANAGEMENT

- 20.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the prior written approval from the Department.
- 20.2 Contractor must inform the relevant Institution immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

## 21. PENALTIES

- 21.1 The Department will impose a penalty as a result of unsatisfactory performance (e.g. poor quality, late delivery, non-delivery, etc.)
- 21.2 The following formula will be utilized for this purpose :

$$Penalty = \frac{V}{100} \times \frac{10}{100} \times N$$

V = Value of delayed goods or services  
N = Number of days of delay

A penalty will be limited to 30% of the value of delayed goods or services.

- 21.3 In addition to a penalty being imposed, the College of Cape Town reserves the right to act in accordance with paragraph 21.6 of the General Conditions of Contract (GCC), which reads "Upon delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier."
- 21.4 The College of Cape Town may terminate the contract at its sole discretion due to unsatisfactory performance (e.g. poor quality, late delivery, non-delivery, etc.) during the window period of two months, following the occurrence of the unsatisfactory performance.



## **22. PAYMENTS**

22.1 Payments will only be effected by the College of Cape Town in the following cases:

22.1.1 The successful completion of a deliverable/ service in line with the specification/ terms of reference.

22.1.2 Invoices should be delivered/posted or e-mailed to reach the institution that placed the order, timeously.

22.1.3 The invoices must be accompanied by an inspection certificate and/or proof of delivery.

22.2 Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.

## **23. SETTLEMENT OF DISPUTES**

23.1 Should any dispute arise from the contract paragraph 27 of the General Conditions of Contract shall apply.