



**SEDIBENG TVET COLLEGE (SEDCOL)**

**INVITES SUITABLE SUPPLIERS / SERVICE PROVIDERS TO BID FOR THE SUPPLY AND DELIVERY OF: PHOTOCOPY PAPER FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER NUMBER	TENDER DESCRIPTION	COMPULSORY BRIEFING SESSIONS ALLOCATED DATE AND TIME (PUNCTUALLY)	CLOSING DATE, TIME AND VENUE (PUNCTUALLY)
SEDCOL 04/2026	Supply and delivery of photocopy paper for thirty-six (36) months	Not Applicable	<p style="text-align: center;">Closing Date: 29<sup>th</sup> May2026 at 11:00am</p> <p style="text-align: center;">Tender Submission will be Electronic via the following link.  <a href="https://www.sedcol.co.za/frmSupplierHub.aspx">https://www.sedcol.co.za/frmSupplierHub.aspx</a></p> <p style="text-align: center;">Public opening meeting link  <a href="https://teams.microsoft.com/meet/355141505136606?p=QKrJVPVMvjrIxTgjYS">https://teams.microsoft.com/meet/355141505136606?p=QKrJVPVMvjrIxTgjYS</a></p> <p style="text-align: center;">Meeting ID: 355 141 505 136 606</p> <p style="text-align: center;">Passcode: os3C6w8v</p>

For Enquiries only please email: [Tshidisom@sedcol.co.za](mailto:Tshidisom@sedcol.co.za)

Tender documents are available at a non-refundable fee of R300.00 (VAT included) on the College website. Documents shall only be obtainable from the 05 May 2026.

**To download the tender document, the steps below should be followed:**

- Visit [www.sedcol.co.za](http://www.sedcol.co.za) or <https://www.sedcol.co.za/frmSupplierHub.aspx>
- Register / login into your supplier profile
- Click on "Open tenders" and browse
- Click on the required tender and download advert
- Click on the "**Purchase Tender Document here**" button and follow the steps
- Suppliers must allow at least 48 hours for funds to clear before attempting to download, unless immediate payment / pay & clear now is made

Correspondence will be limited to shortlisted tenderers only. Should you not be contacted by the Institution within 90 days of the closing date of the tender, please consider your proposal unsuccessful. Late tenders will be disqualified from the bidding process.

**Tender submissions will be electronic. No hard copy, USB, faxed or e-mailed submissions will be accepted.**  
**CLOSING DATE AND TIME: 29 May 2026 at 11:00 am hrs online. Late tenders will be disqualified from the bidding process.**

## Specifications

### SPECIFICATION FOR SUPPLY AND DELIVERY OF A4 PHOTOCOPIER PAPER FOR THIRTY SIX (36) MONTHS

Prices for the supply and delivery of A4 can be based on the following information.  
Service providers are requested to quote as follows:

**A4 paper** - Price per Box with 5 Reams - White

PAPER TYPE		PACKING
A4 (210 x 297)	White	Per box with 5 reams

#### Photocopy paper A4 requirements:

- Size: A4 (210mm X 297mm)
- The A4 size print measures 21.0 x 29.7cm, 8.27 x 11.69 inches, if mounted 30.3 x 40.6cm, 11.93 x 15.98 inches.
- Substance: 80GSM, 75GSM & 70GSM
- Brightness: 102 -104% above
- Colour: Natural White
- Surface: Smooth
- Density: High
- Capacity: High
- Packing: 500 sheets per ream, 5 reams per box
- Formation: Good

#### Provisional Quantity

SITES	QUANTITY
Central Office	100 boxes of 5 reams per month
Vereeniging Campus	500 boxes of 5 reams per month
Vanderbijlpark Campus	500 boxes of 5 reams per month
Sebokeng Campus	500 boxes of 5 reams per month
Heidelberg Campus	500 boxes of 5 reams per month

#### The Contractor will provide:

1. The quotation must include delivery to five (5) Sedibeng TVET College sites.
2. The delivery must be within 3 working days after the order is being issued.
3. The delivery must be during working hours as follows:
  - Monday – Thursday: 07:30 am – 15:00 pm
  - Friday: 07:30 am – 12:00 pm

## Pricing Schedule

<b>Item</b>	<b>Description</b>	<b>QTY</b>	<b>Packaging</b>	<b>Unit Price (incl. VAT)</b>
1	A4 (210 x 297) White	1	Per box with 5 reams	<b>R</b>
2	<b>Total Price Per Unit (including VAT &amp; Delivery)</b>	1		<b>R</b>

## Mandatory/administrative requirements

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be <b>initialled and signed where applicable</b> by a delegated representative
Appendix A1	Proof of Payment	Attach proof of payment and include name and tender reference
Appendix B	Completed technical specifications and pricing	Pricing according to the technical specifications
Appendix C	Confirmation of company banking details	Submit a signed letter from the bank or electronically stamped (not older than 6 months) (in case of a JV both parties to submit)
Appendix D	Company registration documents	Company registration documents (in case of a JV both parties to submit)
Appendix E	Tax Pin	An original valid Tax Pin (must be valid on tender closing) (in case of a JV both parties to submit)
Appendix F	B-BBEE certification	A valid B-BBEE certificate from a SANAS accredited agency or Sworn affidavit (in case of a JV both parties to submit)
Appendix G	Declaration of Interest	Please sign the following point 9 of this tender document SBD 4 SBD 6.1 SBD 6.2 SBD 8 SBD 9
Appendix H	Registration on National Treasury (CSD)	Provide proof of registration on National Treasury Central Bidder Database (in case of a JV both parties to submit)
Appendix I	Board resolution	Attach copy of signed board resolution. Unless sole proprietor.

***NB: No points will be allocated to this phase; however, bidders that meet the minimum functionality criteria requirements will be asked to submit omitted mandatory / administrative information upon contracting***

### Stage 1: Evaluation of Functionality

Tenderers need to obtain a minimum percentage score of 85% and above to progress to the next stage of evaluation. All Quotations will be evaluated on the following criteria indicated below.

<b>FUNCTIONALITY CRITERIA</b>		<b>POINTS ALLOCATED</b>
<p><b>Provide four (4) contactable references for contracts of similar size and nature.</b>  <b>Reference letter must include the following:</b>  <b>Must be on client's letter head,</b>  <b>Contract description,</b>  <b>Contract value,</b>  <b>Signed and dated</b>  <b>Contact details i.e telephone number or email address</b></p> <p>4 References verified  3 References verified  2 Reference verified  1 Reference verified</p>	<p>= 40 Points  = 30 Points  = 20 Points  = 10 Points</p>	<b>40</b>
<p><b>Locality (at least minimum of 3 from the following as proof that the business is based and operating within the specified locality to score the points allocated):</b></p> <ul style="list-style-type: none"> <li>- <b>Address on CIPC Documents</b></li> <li>- <b>Address on Banking confirmation letter</b></li> <li>- <b>Address on CSD Registration report</b></li> <li>- <b>Address on SARS correspondence</b></li> </ul> <p>Bidders located within Sedibeng  Bidders located within Gauteng, but outside Sedibeng  Bidders located outside Gauteng  No proof provided</p>	<p>= 25 Points  = 10Points  = 05 Points  =00 Points</p>	<b>25</b>
<p><b>Company's experience (Submit company profile)</b>  More than 3 years of experience  Experience between 2 and 3 years  Experience below 2 years</p>	<p>= 30 points  = 20 points  = 10 points</p>	<b>30</b>
<p><b>Financial Statements or Management Accounts for the past 3 years</b>  Submitted  Did not submit</p>	<p>= 5 points  = 00 points</p>	<b>5</b>
<b>Total Points</b>		<b>100</b>