



REQUEST FOR FORMAL WRITTEN QUOTATIONS

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

ADVERTISEMENT

RFQ Number	Description	Contact Person	Closing Date
RFQ 2023/152	<u>TRAINING AND DEVELOPMENT: SALES ASSISTANT FACILITATOR SERVICES</u> <ul style="list-style-type: none">Prospective service providers are hereby requested to quote on facilitator services for Training and Development: Sales Assistant Facilitator Services for Gauteng CET Central Office as per the attached Annexure "A",	MPHO MAELA 010 900 1174	09 March 2023 12H00

Submission of Quotation:

Online Submission:

It is compulsory that all Prospective Suppliers/Service Providers register on the e-tender portal in order to submit their quotes.

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

Terms and Conditions relating to Request for Quotations:

- The Gauteng CET College Supply Chain Management Policy will apply.
- Gauteng CET College reserves the right not to appoint where applicable.
- Quotations submitted are to hold good for the period up until to 60 days.
- All persons in the service of the state are not allowed to quote; and
- 80/20 Preferential Pointing System will be used to evaluate the quotations.
- All service providers/suppliers should be registered on Central Supplier Database (CSD) at <https://secured.csd.gov.za> / www.csd.gov.za and the proof of CSD Registration documents must be attached.
- The College will only communicate directly with the recommended service providers/ suppliers.

All other participants can contact the SCM unit for more details on their submission.

Hereto the list of recommended Service Providers /Suppliers will be published on the College's Website.

Your quotation should be accompanied by the following supporting documents:

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

- Company registration documents (CIPRO / CIPC)
- A valid Tax clearance certificate
- SBD 4 (Declaration form) must be completed in full.
- Proof of Central Suppliers Database (CSD) Registration documents
- Submit an originally certified copies of the directors' ID documents not older than 6 months
- Company Profile
- The municipal rates & taxes statement in the company's name
 - If the business operates from the director's residence, the municipal rates and taxes on the director's name must be attached together with an affidavit indicating that the business operates on the said address.
 - If business operates from leased premises: a valid lease agreement in the companies name must be attached.

Gauteng Community Education and Training College

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- c) A council letter must be in the directors name and it must be accompanied by an affidavit indicating that the business operates on the said address . “NB” All council letters must be in the Director’s names. No Council letter on the company’s name will be accepted.
8. An original or certified copy of a valid BBBEE Certificate (SANAS ACCREDITED) or A BBBEE Sworn affidavit signed by the Commissioner of oaths.
9. A valid accreditation letter from ETQA





ANNEXURE "A"

Specifications are as follows:

ITEM DESCRIPTION	NO OF STUDENTS	Duration
Gauteng CET College is looking for accredited SDP to implement a skills programme for unemployed youth and adults in Sales Assistant (General) (Perishable Food Sales) (Fresh Produce): NQF L3 CODE 27/SP-522301/Sa13/00274 : US:119956,US 119957,US119961,US 119962 for the period of 3 months	20	3 Months
1. Administration: <ul style="list-style-type: none">• Pre-Assessment and Induction• Project Management• Registration of Skills Programme• Uploading of learners on W&R SETA SMS• Achieving learners• Monthly Report• Upon competence issue W&R SETA SOR		
2. Facilitation		
3. Mentoring and Workplace		
4. Learning Material and Tools of Trade		
5. Assessment Quality Management of POE <ul style="list-style-type: none">• Formative & Summative assessment,• Assessment and Reassessment• Quality Assurance of POE's• Individual progress report and overall progress report• Summary of Assessment		
6. Moderation and Verification: <ul style="list-style-type: none">• Internal moderation• Moderation report• Preparation for External verification		
7. Certification		
8. Reporting: <ul style="list-style-type: none">• Monthly• Quarterly• Close-out Report		
NB: THE PROVIDER MUST PROVIDE THE FOLLOWING MANDATORY DOCUMENTS 1. A valid accreditation letter from ETQA (valid until end of 2023)		