



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 2023/911	<u>FACILITATION OF STRATEGIC SESSION</u> Prospective service providers are hereby requested to quote on Facilitation of strategic session for Gauteng CET College as per the attached Annexure A	Ms K Moeng 010 900 1174	28 November 16H00

Submission of Quotation:

Online Submission:

The following email may be used for submission of quotations: TenderSubmission@GP.CETC.edu.za.

All Prospective Suppliers/Service Providers may access the advert on e-tenders.

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

Terms and Conditions relating to Request for Quotations:

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

1. Company registration documents (CIPRO / CIPC)
2. A valid Tax clearance certificate
3. SBD 4 (Declaration form) must be completed in full.
4. Proof of Central Suppliers Database (CSD) Registration documents
5. Submit an originally certified copies of the directors' ID documents not older than 6 months
6. Company Profile
7. The municipal rates & taxes statement in the company's name
 1. If the business operates from the director's residence, the municipal rates and taxes on the director's name must be attached together with an affidavit indicating that the business operates on the said address.
 2. If business operates from leased premises: a valid lease agreement in the companies name must be attached.
 3. 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.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



GAUTENG
Community Education and Training
CET COLLEGE

ANNEXURE A

Item Description	Quantity
<p>1. Duration of strategic session: Date of strategic session: 11-12 December 2023 (Two days)</p> <p>2. Specifications Service provider a) Appointment need: I. Someone who is knowledge of the education and training sector including skills development, community development, community education and training, skills programmes, learnerships, NSF, SAQA, QCTO, etc.</p> <p>b) Requirements specification: I. A service provider to facilitate Council's strategic planning session for two days. II. Managing the smooth running of the sessions for the two days III. Assist Council with strategic planning regarding the vision of the College's future and some roadmap how to get there IV. Ensure that objectives are met by guiding the process and participation of the delegates V. Acquaint him/herself about the College's operations including perusing through the various College's strategic documents.</p> <p>c) Deliverables I. Assist Council to understand the College's strategic objectives to be able to set plans and strategies that will enable the College to meet its goals and targets in order to achieve its mandate. II. Guide Council to make critical strategic decisions in order to develop and define future strategies to meet long term goals.</p> <p>III. Guide Council to establish SMART objectives and to establish specific tactics to support each objective. IV. Help Council develop a SWOT analysis for the College and appropriate KPIs. V. Provide Council with a properly drafted Strategic Plan within two (2) weeks from the date of the session. VI. Skills: report writing, analytical skills, time management, research, attention to detail, good listener., organisational skill</p> <p>NB : ALL RESPONSIVE SERVICE PROVIDERS WILL BE REQUESTED TO ATTEND AN INTERVIEW</p>	1

Gauteng Community Education and Training College

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