



**higher education  
& training**

Department  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**REQUEST BID NUMBER: KZNCETC 10/2022**

**TERMS OF REFERENCE FOR THE APPOINTING SERVICE PROVIDER FOR THE PROVISION OF LEARNER TEACHER SUPPORT MATERIAL (STATIONERY) TO THE KWAZULU NATAL COMMUNITY EDUCATION AND TRAINING.**

**Issued and prepared by**

**Kwa Zulu Natal Community Education and Training**

**17 Kosi Place, Spring field**

**Umngeni Business Park**

**4000**

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**Telephone: 031 350 4366**

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## **1. BACKGROUND**

- 1.1 The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offer programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.
- 1.2 The College is situated in KwaZulu-Natal Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The CET College operates in accordance with the requirements, rules and regulations laid down in the following documents:
  - 1.2.1 The Continuing Education and Training Act, Act 16 of 2006; and
  - 1.2.2 National Norms and Standards for Funding Community Education and Training Colleges.

## **2. PURPOSE AND OBJECTIVE OF THE PROJECT**

The purpose of this document is to invite proposal for service providers to provide the Learner Teacher Support Material (LTSM) for the KwaZulu-Natal Community Education and Training College.

## **3. SCOPE OF WORK**

The appointed service provider will provide learner-teacher support material and deliver to the district affirmed addresses that are provided in the Annexure 1. The appointed service provider will provide the unit price list of stationery items that are indicated on the stationery item list in Annexure 2.

**Price Listing Schedule**

**ANNEXURE 2 STATIONERY ITEMS**

<b>STATIONERY LIST</b>	<b>Unit Prices</b>
<b>DETAILS</b>	
72 PAGES EXERCISE FEINT AND MARGIN	
30 CM RULER	
LEAD PENCILS	
BLUE PENS	
ERASER	
SHARPNER	
FLIPFILES 10 PAGES	
FLIPFILES 30 PAGES	
LIVER ARCH FILE	
TWO QUIRES COUNTER BOOK FEINT AND MARGIN 192 PGS	
EXAM PAD 100 PAGE	
SCISSORS MEDIUM	
RUBBER BANDS MEDIUM	
PENS (RED)	
PENS (BLACK)	
ALL COLOUR HIGHLIGHTERS PACK	
STAPLERS MEDIUM	
STAPLES SIZE 12/6	
MODERATION INK PENS	
<ul style="list-style-type: none"> <li>• Pink</li> </ul>	
<ul style="list-style-type: none"> <li>• Purple</li> </ul>	
<ul style="list-style-type: none"> <li>• Green</li> </ul>	
<ul style="list-style-type: none"> <li>• Brown</li> </ul>	
<ul style="list-style-type: none"> <li>• Red</li> </ul>	

#### 4. DURATION

The contract will be valid for three months starting from award date.

#### 5. SPECIFICATION

The appointed service provider will provide LTSM for the KwaZulu-Natal CET College that shall be separated in three different packs that is learner pack, lecturer pack and center packs. Each pack shall include and comprise of learning and support material in the following specification:

<b>KWAZULU-NATAL CET COLLEGE</b>			
<b>LEARNER PACK SUB-LEVELS</b>	<b>LEANERER PACK- L4</b>	<b>LECTURER PACK</b>	<b>Moderation Pens Pack of 500</b>
72 Pages x2	72 Pages x6	Flipfile 30 Pages x2	Pink x 100
Two Quire x1	Blue ink Pens x2	Exam Pads x2	Brown x 100
Flip Files 10 Pagex3	Flipfiles 20 Pages x7	Red Ink Pens x2	Green x100
Blue Ink Pens x2	Two Quire x1	Black Ink Pens x2	Purple x 100
Led Pencils x2	Exam Pad x1	Rubber Bands Medium X 1pk	Red x 100
Eraser x1	Led pencils x2	Staples box X1	
Sarpner x1	30cm Ruler	Stapler X1	
30cm Ruler		Paper clips Box 33mm X1	
<b>TOTAL :3320</b>	<b>TOTAL: 13330</b>	<b>TOTAL:962</b>	<b>TOTAL: 12</b>

Below is the table displaying the quantities of stationery including packs and boxes of A4 reams of white paper required.

District	Name of the Community Learning Centre	Learner Pack L4	Learner Pack Sublevels	Lecturer Pack	Boxes Moderation Ink Pens
Amajuba	Ilungeloletu CLC	508	131	20	1
Amajuba	Endleleni CLC	487	134	20	
Ilembe	Emlandeleni CLC	477	110	50	1
Ilembe	Wotana CLC	295	93	30	
Harry Gwala	Bhongweni CLC	132	84	10	1
Harry Gwala	Ithuba CLC	389	93	10	
Harry Gwala	Braaimwood CLC	223	57	10	
Harry Gwala	Lathi-tha CLC	518	75	10	
PINETOWN	Thandiwe CLC	454	71	50	1
PINETOWN	Ulwazi CLC	643	165	50	
PINETOWN	Dokkies CLC	343	121	50	1
UMLAZI	Phindangene CLC	204	95	50	
UMLAZI	Phathisizwe CLC	409	57	50	
UMLAZI	Lethukukhanya CLC	619	152	33	
Ugu	Meshack Ntshulwana CLC	407	137	20	
Ugu	Siyanatha CLC	102	59	20	1
Ugu	Harding HRD CLC	143	63	20	
Ugu	Qinisela CLC	152	53	20	
Umgungundlovu	Manaye CLC	117	63	10	
Umgungundlovu	Zibuke CLC	103	53	10	1
Umgungundlovu	Stoffelton CLC	241	75	10	
Umkhanyakude	121 Battalion CLC	88	42	10	
Umkhanyakude	Bonela CLC	441	93	50	1
Umkhanyakude	Embonisweni CLC	824	116	50	
Umkhanyakude	Jozini CLC	298	75	40	
Umkhanyakude	Zamani CLC	775	77	45	
King Cetshwayo	Bonamuva CLC	281	23	18	
King Cetshwayo	CB Addison CLC	436	140	18	1
King Cetshwayo	Phumelela	203	28	10	
King Cetshwayo	Sesikwazi CLC	335	75	20	
Umzinyathi	Funulwazi CLC	355	85	10	
Umzinyathi	Hlakaniphani CLC	312	57	10	1
Uthukela	Bekezela CLC	94	34	10	
Uthukela	Inqabayamangwane CLC	376	73	10	
Uthukela	Thathezakho CLC (L)	127	60	10	1
Zululand	Ondini CLC	561	129	21	
Zululand	Usizuzulu CLC	194	61	19	
Zululand	Umendomuhle CLC	158	57	20	1
Zululand	Isibani CLC	177	86	18	
Zululand	Sikhanyiselwe CLC	329	68	20	
<b>TOTAL</b>		<b>13330</b>	<b>3320</b>	<b>962</b>	<b>12</b>

## 6. COMPLIANCE REQUIREMENT

***Note to the Prospective service provider or Bidders: Compulsory submissions in disqualification (Failure to submit any of the following will result in disqualification)***

- All bids submitted should remain valid for the period of 90 days after bid closing date.
- Fully complete and sign the KZN CET College Supplier Database Form
- Submit letter of good standing.
- Valid original tax certificate (including SARS valid pin for confirmation certificate to be included).
- Municipal clearance certificate certifying that no municipal rate and service charges are owed by the bidder and any of its directors to college or any other municipality where the bidder's business operation located, are in arrears for more than 3 months.
- Certified copy of BBBEE certificate issued by Verification Agency by SANAS or Sworn Affidavit in relation to the BBBEE status of the company.
- Copies of ID Documents of all directors or members and all submitted certificate must be certified with certification not older than 3 months.
- Company Registration Form (CIPRO /CIPC/CO-OPERATIVE/ NPO)
- The bid will be evaluated according to Preferential Procurement Policy Framework Act. Failure to submit will result in zero points score for BBBEE points.
- Company profile with 3 traceable references header where similar service required was rendered.
- Proof of Application registration report (showing supplier number and Unique reference number)
- Fully completed **SBD 1; SBD 4**
- Bidders received after the published closing date will not be considered and will not be opened.

***Failure to supply all required and supplementary information will result in the tender being deemed disqualified and the tender will be not considered for award.***

**7. EVALUATION CRITERIA**

Proposal must be placed in the sealed envelope and clearly marked – “Tender proposal – The Provision of Courier services” and placed in the tender box Kwa Zulu-Natal Community Education and Training College head office at located at first floor, 17 Kosi Place Springfield, Umngeni Business Park no longer than 9 September 2021 before 11: 00 am.

Bids will be evaluated on one stage:

Preferential Point System, Price and BBBEE Points.

<b>Phase One of Evaluation – Price and Preferential Point</b>	
BBBEE score	10
Price	90
Total	100

## **8.COMMUNICATION**

For any enquiries regarding this tender, please contact through email [SCM@KZN.CETC.edu.za](mailto:SCM@KZN.CETC.edu.za) or 031 350 4366 during the office hours.

7:30 am – 16:15 pm.

KWA ZULU –NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE\

17 KOSI PLACE SPRINGFIELD

UMNGENI BUSINESS PARK

DURBAN

4001

### **Specification questions**

Contact: Mrs. N Mncube

Contact number: 031 350 4364

Email address: [mncube.n@dhet.gov.za](mailto:mncube.n@dhet.gov.za)

Tender documents questions

Contact: Mrs. N Kumalo

Contact number: 031 350 4363

Email address: [Nkumalo@kzn.cetc.edu.za](mailto:Nkumalo@kzn.cetc.edu.za)

[SCM@kzn.cetc.edu.za](mailto:SCM@kzn.cetc.edu.za)

## **ANNEXURE 1- DELIVERY ADDRESSES**

<b>Contact Details and Points of Delivery</b>
<b>AMAJUBA DISTRICT</b> C935 Ematshekesheni Osizweni Zithuthukise Primary. Mrs LPF Mbatha 0840378071
<b>ETHEKWINI METRO (PINETOWN)</b> 41 Voortrekker Ashley Pinetown 3610 Ms TG Dlamini 0731574441/ Mr Ngonyama 0796109913
<b>ETHEKWINI METRO (UMLAZI)</b> Dokkies Centre, 83 Bartle Road, Umbilo, Durban, 4000 Mr BP Phakathi
<b>ILEMBE DISTRICT</b> Ilembe District Dept of Education Office 142 AET corner Link Rd and Ascot building KwaDukuza Opposite Fire Emergency. Miss S Mkhize 0732390531
<b>HARRY GWALA DISTRICT</b> 1 Nkululeko Road Bhongweni Kokstad, Kokstad Skills Centre. Mrs Dlomo 0731921113
<b>UGU DISTRICT</b> Lot 2538, Ray Nkonyeni Rd, Gamalakhe Circuit Office. Mrs Nzimande 0839757853
<b>UMGUNGUNDLOVU DISTRICT</b> 114 Pietermaritz Street, Pietermaritzburg, 3201 uMgungundlovu. Miss Campbell 0824014602
<b>UMKHANYAKUDE DISTRICT</b> uMkhanyakude Education District corner of Themba lethu and Klebe Str, Block A Room 38. Mr Ndlazi 0715991010
<b>KING CETSHWAYO DISTRICT</b> UMFOLOZI TVET ESIKHAWINI CAMPUS Mrs Mkhize 0825024015
<b>UMZINYATHI DISTRICT</b> 92A Mzuvele Street, Sithembele Location, Glencoe.

**Mrs Sithebe 0724233345**

**UTHUKELA DISTRICT**

**Kings and Queens Esigodlweni Area Estcourt Weenen Road.**

**Mrs Molefe 0731824760**

**ZULULAND DISTRICT**

**Hlabangani Street, Bhekuzulu Location, Vryheid USizuZulu Centre.**

**Ms PP Thabethe 0732111719**