



BID

Bid Notice: NWCETC 003/2024

CONTRACT FOR SUPPLY AND DELIVERY OF STATIONERY (CENTRE MANAGERS AND LEARNER PACKS) FOR NW CET COLLEGE

Closing date: 13 AUGUST 2024

Time: 11H00 A.M

Purpose of the assignment

The purpose of the assignment is to appoint a Service Provider for the supply and delivery of stationery packs for lecturers, centre managers and learner packs.

Background

North West Community Education & Training College intends to have a service provider who will supply and deliver of stationery packs for lecturers, centre managers and learner packs.

Invitation to tender

The purpose of this invitation to tender is to invite potential service providers to submit bids that will allow the College to evaluate quotations for the supply and delivery of stationery packs for lecturers, centre managers and learner packs.

Based on the quality of the bids submitted, the College intends to select preferred service provider(s) with a view of concluding a Service Level Agreement (SLA) where applicable with such successful bidder. The bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA) No 5 of 2000 and Preferential Procurement Regulations (PPR) of 2011, using 80/20 preference point system.

A valid bid will constitute of the following documents:

- a) A properly completed tender offer and declarations form with the original signature/s of the appropriately delegated employee/s or owner of the bidding company;
- b) A bid submission explaining the full scope of the work tendered for in line with the Terms of reference;
- c) Prices must be all inclusive (including **VAT** for registered vendors only) and the proposed price must be signed with the original signature/s of the appropriately delegated employee/s or owner of the bidding company;
- d) A tax clearance certificate that will remain valid on the closing date of the tender; and
- e) Any documents that serve as supporting documents to the above (properly referenced to the information it supports).

Required documents which the bidders need to be familiar with and use to prepare their submissions:

Documents to be completed & submitted:	Completed & submitted (Yes/No)
Annexure A: SBD 1 – Invitation to bid	
Annexure B: SBD 2 – Tax clearance certificate requirements	
Annexure C: SBD 4 – Declaration of Interest	
Annexure F: SBD 8 - Declaration of Bidder's past supply chain management practices	
Annexure G: SBD 9 – Certificate of Independent Bid Determination	
Tax Clearance certificate	
Company registration documents	
Certified ID Copies of Directors	
Joint venture agreement and Power of attorney in case of joint ventures.	
Company profile	
Letter of good standing from the bank account	
B-BBEE certificate	

1. Special Conditions of Tender

1.1. Closing time and date

- 1.1.1 The closing time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.
- 1.1.2 All bids must be submitted in a sealed envelope bearing the bid number and bid description.
- 1.1.3 All bids must be received before the closing time and date stipulated above and must be deposited in the bid box at the address indicated in this document.

1.2 Submission of tenders

- 1.2.1 Proposals must be submitted in a sealed envelope; if a tender submission is not in an appropriately sealed envelope or package, it may invalidate the tender and lead to disqualification from the tender process.
- 1.2.2 All bids must be posted or hand delivered at the following address:

Physical Address:
45 Van Velden Street
Brits,
0250

- 1.2.3 **COMPULSORY BRIEFING SESSION**
VENUE: NW CET COLLEGE BOARDROOM (45 VAN VELDEN STREET
BRITS)
DATE AND TIME : 30 JULY 2024 (10H00 am)

1.3 ENQUIRIES

No claim shall exist by any supplier/service provider, the Accounting Officer or the Tender Committee for any reason arising out of the tender including but not limited to, the decision taken by North West CET College in respect of its choice of supplier, the process followed.

Should any bidder have any enquiries relating to this invitation to bid, such inquiries may only be addressed to the person/s mentioned below:

Technical terms of Reference:
Ms S MASEKO
Email: SMaseko@NW.CETC.edu.za
Telephone Number: 012 110 4470

1.4 Partial Submissions

Partial submissions will not be accepted as valid bids.

1.5 Payment Conditions (Advances)

- 1.5.1 Payments will only be made within thirty (30) days after the service has been successfully rendered and certified by the Deputy Principal Finance, Principal or his/her delegated Official and on the provision of a valid tax invoice by the supplier 30 (thirty) days after the date of delivery of goods/services.
- 1.5.2 No advance for/of payment will be allowed.

1.6 Contract period

- 1.6.1 The contract period will be from the date of appointment letter or Service Level Agreement.

1.7 Cancellation of Tender

- 1.7.1 The North West CET College retains its right to cancel any bid without notice or specifying reasons;
- 1.7.2 A bid may be cancelled and re-advertised should the committee direct so, due to inadequate responses or due to a major change in ToR or procurement procedure.

1.8 Status of Special Conditions of Tender and Tender Terms of Reference

- 1.8.1 If any of these special conditions or tender Terms of reference (ToR) in this invitation to bid document are in conflict with the "General Terms and Conditions of Tenders invited by the North West CETC College then these special conditions, and/or tender ToR, shall apply.

1.9 Validity

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **90 (ninety)** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

EVALUATION CRITERIA

NORTH WEST CET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

The following evaluation criteria will be utilized to determine a suitable service provider. All bid proposals will be evaluated in terms of Preferential Procurement Policy Framework.

There will be a three stage evaluation process comprising of:

Stage 1) Prequalification evaluation, **Stage 2)** Risk assessment and **Stage 3)** 80/20 Preference Point Scoring System where 80 points out of 100 allocated for price and 20 points out of 100 will be for B-BEEE goals.

The purpose of this prequalification evaluation is to determine which bid responses are compliant and noncompliant with the ToR issued. The following criteria shall apply:

Stage 1: Prequalification

- Bidding documents must be fully completed and signed; and
- Valid Tax clearance certificate.
- SBD 1, 4,8 & 9 fully completed and signed
- Company registration documents
- Certified ID Copies of Directors
- Joint venture agreement and Power of attorney in case of joint ventures.
- Company profile
- Letter of good standing from the bank account

Stage 2: Risk Assessment:

The risk assessment is to identify the capabilities, performance and functionality of bidders in order to obtain the best quality services.

In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the NWCET College will adhere to its policy on the appointment of services provider. Functionality Proposals will be evaluated in terms of the following criteria:

- Experience on similar projects.
- Capacity of the Company (Team members)
- Resources of the Company
- Financial capacity of the Company
- Location of the company

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than **60 points** on functionality will not be further evaluated beyond functionality.

CRITERIA FOR EVALUATING FUNCTIONALITY	WEIGHT
Past Experience: This refers to the experience of the tenderer to undertake the scope of work involved in this tender. The tenderer is required to provide details of previously undertaken work related to the services required (A brief description of the scope and scale of current and past projects undertaken, including traceable references and testimonial letters) Track record (Attach at least five letters – Eight (8) points per testimonial letter)	40
Capacity of Company (Team members) This refers to the competency of the bidder's team members to undertake the scope of work involved in the tender. Qualifications of team members (Provide proof of qualification) <ul style="list-style-type: none"> • Related qualification (Degree) 10 Experience of team members (Provide Comprehensive CV's) <ul style="list-style-type: none"> • 4-5 years+ 05 • 3-4 years 04 • 1-2 years 03 • 0-1 year 02 	15

Attractiveness of methodology: This refers to the bidder's capacity to respond to request and ability to provide the College with excellent service (a detailed proposal on methodology with designs and processes must be submitted)		15
Financial Capacity of the Company		20
• Audited Financial Statements (Recent)	10	
• Bank credit rating letter (not older than three months)	10	
Manufacturer/supplier		10
• In the event of the bidder not being the actual manufacturer and will be sourcing the products from another company, a signed letter from that company or supplier confirming supply arrangements including lead time.		
TOTAL		100

Bids that fail to score a minimum of 60 points out of a possible 100 points for functionality will not be eligible for further consideration.

Stage 3

80/20 Preference point system

- Price 80
- B-BBEE status level of contributor 20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, NW CET College will adhere to its policy on the appointment of service providers.

B-BBEE status level of contributor	80/20
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-complaint contributor	0

2. **Specification / Terms of reference: Please refer to the specifications attached separately**

NB: The quantities indicated in the specification attached are for quoting purposes only; North West CET College reserves the right to amend the quantity according to its needs.

DR RUTH SEGOMOTSO MOMPATI

	AREA OFFICE	Taledi	Greater Taung	Kagisano Molopo
	Delivery Address	TSHIPIDI CLC, EDSC/THUTO- LESEDI, HUHUDI, VRYBURG	KGATELOPELE CLC, BOARENG MIDDLE SCHOOL, LEKALENG VILLAGE, TAUNG	NEOETSILE CLC, SEBETWANE HS, TLHAKGAMENG VILLAGE
	CONTACT PERSON AND DETAILS	GALI DF: 076 415 8781	PALAGANGWE C: 065 972 8247	SEGOPOLO BL: 064 749 4630
LEVEL 1	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	08	52	0

AREA OFFICE STATIONARY DISTRIBUTION 2025

NGAKA MODIRI MOLEMA

	AREA OFFICE	Ramotshere Moila	Mahikeng	Ditsobotla	Greater Delerayville
	Delivery Address	POOE CLC, DINOKANA MIDDLE SCHOOL, DINOKANA VILLAGE	REABETSWWE CLC RAMAINE HIGH SCHOOL, MAGOGOE VILLAGE	LICHTENBURG CLC, GAETSHO HS, 89 MAKGALE STREET' BOIKHUTSO LOCATION	LODIRILE CLC' FORMER JS MAISI PRIMARY SCHOOL' ATAMELANG
	CONTACT PERSON AND DETAILS	KGAMPHO: 073 623 1397	SEOPOSENGWE: 073 458 1007	NAKEDI KM: 083 620 8523	TSHAKANE: 073 4678628
LEVEL 1	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	12	5	15	9
LEVEL 2	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 1 x packet crayons	30	30	52	8

LEVEL 2	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	29	35	0
LEVEL 3	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	24	37	1
LEVEL 4	7 x 72 Pages exercise book 1 x Drawing book 1 x 2 Quire note book 1 x Sharper 4 x 2HB Pencil 4 x Black/Blue pens 1 x Ruler 6 x 30 Pages pocket files 1 x eraser	232	390	144

BOJANALA

	AREA OFFICE	LETLHABILE	RUSTENBURG	MORETELE	MADIBENG	MOSES KOTANE EAST	MOSES KOTANE WEST	KGETLENG
	Delivery Address	GOOD SHEPHERD CLC,MADIDI CLINIC ROMAN CATHOLIC CHURCH, 2024 BLOCK B	IPHATLHOSE CLC,REATILE MS, 1100 KGABO STREET, TLHABANE	SEKITLA CLC, 4434 RAMPEPE SECTION, MATHIBESTAD	MMAKAU CLC,2396 ROMA ROAD, MMAKAU 0194	DINALEDI CLC, MOGWASE MS, 696 KUBU STREET UNIT 2	LEGATELLE CLC, MABESKRAAL PS,GOPANYANE SECTION,60042 MORULA PARK	RAPHEPHE CLC, SEWAGODIMO HIGH SCHOOL, PHELLA
	CONTACT PERSON AND DETAILS	KEKAE S: 074 920 3268	MELALETSA BS: 083 996 9489	MASWABELA S: 065 722 9888	MOLOPE JK: 079 986 1315	RAMULONDI G: 082 672 7782	MOSIME NS: 071 894 4878	NTSHOKOMA: 072 135 2960

	3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharpener 3 x 20 pages pocket files								
LEVEL 4	7 x 72 Pages exercise book 1 x Drawing book 1 x 2 Quire note book 1 x Sharpener 4 x 2HB Pencil 4 x Black/Blue pens 1 x Ruler 6 x 30 Pages pocket files 1 x eraser	590	685	622	416	220	115	107	
NSC	1 x 2 Quire note book 3 x 72 Pages exercise book 1 x Ruler 4 x Black/Blue pens	154	14	110	88	0	47	51	

LECTURE RS PACK	1 x Exam pad 2 x 2 Quire Notebook 2 x Pens Black 2 x pens Red 1 x Pritt 1 x Markers (Black, Red and Green) 1 x Pencil 1 x Rubber	61	61	108	50	21	16	16
CENTRE MANAGE RS PACK	1 x Exam Pad (100 pages) 2 x 2 Quire Notebook 2 x Pens Black 2 x pens Red Box of staples 1 x Pritt Glue stick (40 g) 1 x Prestik 10 x Box of white chalk 5 x White board makers File divider (100 pages coloured papers) Printing paper- light green (500 sheets) Box of rubber bands,pencil,rubber,rul er	8	18	24	10	8	7	7

KENETH KAUNDA

	AREA OFFICE	TLOKWE	MATLOSANA
	Delivery Address	IKAGENG CLC, OLD BASUPI SCHOOL, 01 MOKGOBO STREET, IKAGENG, POTCHEFSTROOM	IKAHENG CLC, 1460 ELKEN STREET, KANANA, ORKNEY
	CONTACT PERSON AND DETAILS	MOKOENA MM: 082 741 4780	MHLAKAZE J: 073 253 2772
LEVEL 1	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	15	20

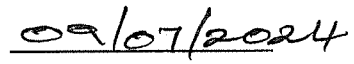
NSC	1 x 2 Quire note book 3 x 72 Pages exercise book 1 x Ruler 4 x Black/Blue pens	79	423
CENTRE MANAGERS PACK	1 x Exam Pad (100 pages) 2 x 2 Quire Notebook 2 x Pens Black 2 x pens Red Box of staples 1 x Pritt Glue stick (40 g) 1 x Prestik 10 x Box of white chalk 5 x White board makers File divider (100 pages coloured papers) Printing paper- Blue (500 sheets) Box of rubber bands,pencil,rubber,ruler	5	16
LECTURERS PACK	1 x Exam pad 2 x 2 Quire Notebook 2 x Pens Black 2 x pens Red 1 x Pritt 1 x Markers (Black, Red and Green) 1 x Pencil 1 x Rubber	29	85

SPECIFICATION COMMITTEE:

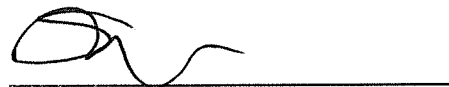


Ms M MOTSOLEDI

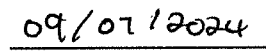
(Chairperson)



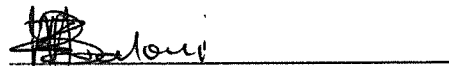
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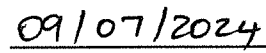
Ms P MOKOENA



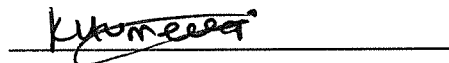
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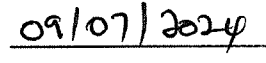
Ms K BALOYI



Date



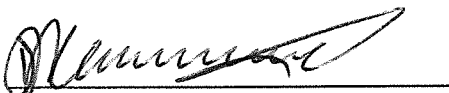
Ms K KUTUMELA



Date

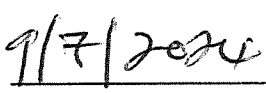
APPROVED BY THE PRINCIPAL/ACCOUNTING OFFICER

Comments:



Mr MD MOHLAMONYANE

NW CET COLLEGE PRINCIPAL



Date