



Eastern Cape CET College

c/o Eastern Cape Community Education & Training (CET) • Border Training Centre • 10 Mfana Road • Eastern Cape • East London • 5219 • REPUBLIC OF SOUTH AFRICA

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REQUEST FOR QUOTATION (RFQ)

REQUEST FOR QUOTATION	PROVISION OF TRAINING FOR 30 LECTURERS ON COMPUTER LITERACY SKILLS IN KOKSTAD
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REFERENCE: RFQ/EC/CETC/HR/01/08/2025

CLOSING DATE: 29 AUGUST 2025

CLOSING TIME: 11:00

**YOU ARE HEREBY INVITED TO QUOTE FOR THE REQUIREMENTS OF THE EASTERN
CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE
(EC CET College)**

DESCRIPTION: THE PROVISION OF TRAINING FOR 30 LECTURERS ON COMPUTER LITERACY IN KOKSTAD.

DELIVERY ADDRESS:

Training Venue to be Confirmed.

REQUEST FOR QUOTE CONTACT PERSONS:

Enquiries should be directed to:

Ms. Y Matshaya Email: YMatshaya@ec.cetc.edu.za Tel: 043 753 0060 (Bidding process)

SUBMISSION OF DOCUMENTS

Proposals must be submitted via email to the following email addresses:

i) YMatshaya@ec.cetc.edu.za

Between **08h00-16h30**(Monday to Friday).

Closing date for quotation: 29 August 2025 @ 11:00

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

THE FOLLOWING PARTICULARS MUST BE PROVIDED:

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CELLPHONE NUMBER TEL NUMBER

VAT REGISTRATION NUMBER EMAIL

NAME OF SIGNITORY

SIGNATURE OF BIDDER DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE INCLUDING VAT



RFQ NOTICE

RFQ DESCRIPTION	RFQ NUMBER	Enquiries	CLOSING DATE
THE PROVISION OF TRAINING 30 LECTURES ON COMPUTER LITERACY SKILLS	RFQ/ECETC/HR/01/08/2025	Ms. Y Matshaya Tel: 043 753 0060 Email: YMatshaya@ec.cetc.edu.za	29 AUGUST 2025
			CLOSING TIME: 11:00am

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The quotations must be submitted before **11:00am** on your business letterhead or stamped with your business stamp. The quotations must be emailed to **YMatshaya@ec.cetc.edu.za**.

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE QUOTATION BEING DECLARED NON-RESPONSIVE:

- Valid tax clearance certificate and tax compliance status documents with pin from SARS must be attached.
- A copy of business entity registration certificate e.g., CK Document
- A certified ID copy/s of company directors.
- Municipal Statement of account not older than three (3) months or Lease agreement if renting premises stating that the bidder is not obliged to pay municipal rates or letter from Ward Council confirming proof of address (rural areas bidders only)
- **Proof of registration with Central Supplier Database (CSD) must be attached.**
- **Detailed Pricing schedule.**
- **Completed SBD 4**
- **If the Bid Sum (amount in words) as per the SBD.1 differs from the SBD 3.1, it will automatically invalidate the offer submitted.**

Please note the following:

- This document must be completed with non-erasable ink. Any document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions as this may lead to Quotations being declared nonresponsive.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. • **DO NOT USE CORRECTION FLUID** as this may invalidate your submission.

Evaluation Criteria for this procurement will be as follows:

- **Stage 1 – Functionality (60% to proceed to Stage 2)**
- **Stage 2 - Price and Preferential Points System.**

Price Points	= 80
Specific goals	= <u>20</u>
TOTAL	=100

"On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023".

SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
Black ownership: An EME or QSE which is at least 51% owned by black people	3	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	5	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	5	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	5	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points) • Medical certificate. • SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the Eastern Cape	2	• Municipal rates account OR • Letter from councillor confirming residence or Lease Agreement
Non – submissions	0	• No points will be claimed if the bidders failed to submit the required documents

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Eastern Cape CET College Supply Chain Management Policy will apply.
- Eastern Cape CET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Quotations which are late, incomplete, unsigned, will not be accepted.
- Quotations submitted are to hold good for a period of **30 days**.
- No bids will be considered from persons in the service of the state.
- The 80/20 preferential procurement point system will be applied.

Enquiries should be directed to:

Ms. Y Matshaya

Email: YMatshaya@ec.cetc.edu.za

Tel: 043 753 0060

BACKGROUND

The Community Education and Training (CET) Colleges came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the Department of Higher Education and Training (DHET). The PALCs became the Community Learning Centres (CLCs) and were merged under the CET Colleges.

The mandate of the Colleges is to provide quality and relevant Education and Training programmes for youth and adults to improve their livelihoods. The CET Colleges, through the CLCs, offer programmes that will ensure that students attain skills that will enable them to either find employment or establish their own enterprises which are Community needs based. The College is situated in the Eastern Cape in South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management structure of the College consists of the Principal and three Deputy Principals. The CET College operates in accordance with the requirements laid down in the Continuing Education and Training Act, Act No.16 of 2006.

SCOPE AND DEFINITION OF WORK

Item description	Programs	Practical activities
• Basic Computer Training for 30 employees for the duration of 5 days . • Training to be conducted in house in Kokstad • Provide training plans and material before the commencement of training • Certificate is required after completion of the training . • This is a 5-day training.	• Ms Word • Ms Excel • Ms Power Point • Internet Explorer • Ms Outlook/Email	Yes

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES

SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number.....
Closing Time 11:00AM

OFFER TO BE VALID FOR..... DAYS FROM THE CLOSING DATE OF BID.

Item	Description	Quantity	Unit Price	Total Amount in Rands Vat Inclusive
Training	Training of lecturers on computer literacy skills	30		
			TOTAL	
			VAT (15%)	
			TOTAL CARRIED TO SBD 1	

Total must be transferred to SBD 1, failure to do so will lead to the bid/RFQ being disqualified.

Pricing Instructions: The proposal must be inclusive of all costs including i.e. delivery fees

and disbursements. 1.1. By signing the Price Schedule, a bidder warrants that:

1.1.1. the relevant quotation is correct.

1.1.2. the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document.

1.1.3. the rate(s) and price(s) cover all the supplier's obligations under a resulting contract, including all disbursements.

1.1.4. any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the supplier's risk. 1.1.5. The total price quoted must be VAT inclusive.

SIGNED at _____(place) on the _____ day of _____, 20_____.

Signature

Date

Print name: _____

On behalf of the Supplier (duly authorized)

FUNCTIONALITY CRITERIA

Respondents **must score 60 points** and above to be assessed on their financial offer and preference score.

To ensure simplification, the total functionality score will be rated out of **a total of 100**.

Suitably qualified and experienced evaluators will evaluate the bids received and the average score will be carried forward as the Total Functionality Score.

The allocation of points for the evaluation of quality is set out in the table below.

FUNCTIONALITY	REQUIRED EVIDENCE	WEIGHT	POINTS ALLOCATION (1-5)
1. Experience			
List of projects undertaken by the bidder for providing learner materials in the past five (5) years.			
• Completed five (5) or more projects successfully	Experience on similar computer skills trainings/projects for the past five years. Attach a reference letter with contactable references as no points will be claimed if this is not attached.	40	5
• Completed three (3) to four (4) projects successfully			3
• Completed 1-2 (two) projects successfully			2
• None			0
2. Expertise			
• Proof of Accreditation certificate	Training provider must be accredited with MICT SETA at NQF L2/3	40	
3. Project leader			
• CV/s of the project leader showing experience in leading similar trainings.	In order to be allocated points CVs must be accompanied by proof of academic qualifications related to IT.	10	
4. Locality			
Withing Eastern cape	Municipal Statement, letter from ward council or lease agreement showing the residential address of the company not company director.	10	10
Outside Eastern cape			05
TOTAL		100	

The overall minimum threshold for functionality will be 60% where all individual thresholds are adhered to.

CONDITIONS OF THE REQUEST FOR QUOTATION

General

1. This RFQ is not intended to form the basis of a decision to enter into any transaction involving EC CET COLLEGE and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter any legal relationship with any person.
2. The RFQ has been compiled by EC CET COLLEGE and is being made available, on the same basis to all Bidders.
3. Bidders submitting a Bid in response to this RFQ will be deemed to do so on the basis that they acknowledge and accept the terms set out below. Neither EC CET COLLEGE nor any of their respective directors, officers, employees, agents, representatives, or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparation or submitting a Bid in response to the RFQ.
4. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document.
5. Kindly note that EC CET COLLEGE is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date.
6. The EC CET College reserves that right not to accept the lowest bid price of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of outputs and services and who is financially advantageous to EC CET COLLEGE.
7. The EC CET COLLEGE reserves the right to accept any Bid in whole or in part. Where a Bid is accepted in part, the price shall be adjusted in accordance with the pricing schedule indicated on the Bid.
8. The EC CET COLLEGE also reserves the right to award this bid to a pure empowerment entity.
9. All communication and attempts to solicit information of any kind relative to this tender should be in writing and channelled to: ymatshaya@ec.cetc.edu.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
.....
 - 2.3 Position occupied in the Company (director, shareholder etc):
.....
 - 2.4 Company Registration Number:
.....
 - 2.5 Tax Reference Number:
.....
 - 2.6 VAT Registration Number:

* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
- (b) any municipality or municipal entity.
- (c) provincial legislature.
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder employed by the state presently.? **YES/NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:

Name of state institution to which the person is connected:

Position occupied in the state institution:

Any other particulars:

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**
shareholders / members or their spouses conduct business with the state
in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....

2.9 Do you, or any person connected with the bidder, have

any relationship (family, friend, other) with a person employed
by the state and who may be involved with the
evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

..... **YES / NO**
.....

2.10 Are you, or any person connected with the bidder,

aware of any relationship (family, friend, other) between the bidder
and any person employed by the state who may be involved with the
evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

..... **YES / NO**
.....

2.11 Do you or any of the directors /shareholders/ members of the
company have any interest in any other related companies whether
or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder