



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE (KZNCETC)

Herein referred to as (KZNCETC)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
PROVISION OF LEARNER TEACHER SUPPORT MATERIAL (STATIONERY)**

Tender No.: PU8611/010

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the PURCO SA Website.

Proposals in response to **PU8611/010 SUPPORT MATERIAL (STATIONERY)**

The closing time and date for receipt for online tender **PU8611/010** is at 11h00 on Monday, 09 September 2024.

Tender number	PU8611/010
Date issued	18/08/2024 (18 August 2024)
Tender closing date	09/09/2024 (09 September 2024) 11h00 AM Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide
Compulsory Information Session	26/08/2024 (26 August 2024) 10h00 AM An online compulsory briefing session will be facilitated via MS Teams

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Appendix Number	Description of Appendix	Requirement	Circle yes if submitted	
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Appendix B	Technical specifications and pricing	Attach your pricing schedule as per specifications, Pricing schedule to also be saved in excel format.	Yes	No
Appendix C	Proof of Bank Account	Provide Confirmation letter from Bank not older than 3 months	Yes	No
Appendix D	Company registration documents	Provide Company registration documents	Yes	No
Appendix E	ID Copies of directors	Certified and not older than 6 months	Yes	No
Appendix F	Tax clearance certification or Pin and VAT registration	Provide the original valid tax clearance certificate or Pin and VAT registration certificate	Yes	No
Appendix G	B-BBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Appendix H	Declaration of Interest	Complete Point 9 of this tender document	Yes	No
Appendix I	Registration On Central Supplier Data Base (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database	Yes	No
Appendix J	Fully signed SBD Forms	SBD 4 SBD 6.2 SBD 8 SBD 9	Yes	No

1.1.2 STAGE 1: EVALUATION OF FUNCTIONALITY

Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
Provide three (3) contactable references of contracts of similar size and nature not older than 3 years 3 References verified 2 References verified 1 Reference verified None Provided NB: No reference submitted will lead to disqualification	 = 40 Points = 30 Points = 10 Points = 0 Points	 40
Security of Supply Demonstrate how you will source and supply Stationery Provided Not Provided	 = 10 Points = 00 Points	 10
Delivery Period Provided Not Provided	 = 20 Points = 00 Points	 20
Proof of Business offices in KwaZulu Natal Province (Eg,Utility Bill) In KwaZulu Natal Province Outside KwaZulu Natal Province	 = 20 Points = 10 Points	 20
Proof of delivery transport (e.g. vehicle registration documents, rental agreement) Provided None provided	 = 10 points = 0 points	 10
Total Points		100

SPECIFICATIONS

The appointed service provider will supply stationery for the KwaZulu-Natal CET College.
Below is a table displaying the quantities of the stationery required.

DISTRICT	72 PAGE EXERCISE BOOKS	FLIP FILES 20PG	2 QUIRE 192PGS	Total Price (all- inclusive VAT and delivery to various sites)
AMAJUBA	3330	3330	666	R
PINETOWN	5835	5835	1167	R
HARRY GWALA	3450	3450	690	R
ILEMBE	2620	2620	524	R
KING CETSHWAYO	6605	6605	1321	R
UGU	4850	4850	970	R
UMGUNGUNDL OVU	3370	3370	674	R
UMKHANYAKUD E	7745	7745	1549	R
UMZINYATHI	2135	2135	427	R
UMLAZI	4985	4985	997	R
UTHUKELA	2040	2040	408	R
ZULULAND	6375	6375	1275	R
TOTAL BID PRICE (Incl. VAT and delivery to various sites)	53340	53340	10668	R

