

**KWAZULU–NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE (KZNCETC)**

Herein referred to as (KZNCETC)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE**

**SUPPLY AND DELIVERY OF PRINTING PAPER FOR A PERIOD OF 36 MONTHS AT  
VARIOUS CENTRES**

**Tender No: PU4510/016**

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 **PU4510/016 THE SUPPLY AND DELIVERY OF PRINTING  
PAPER FOR A PERIOD OF 36 MONTHS AT VARIOUS CENTRES**

**TENDER DOCUMENTS:**

The closing time and date for receipt for online tender **PU4510/016** is at 11h00 AM on **Thursday, 14 August 2025**.

<b>Tender number</b>	<b>PU4510/016</b>
<b>Date issued</b>	<b>25 July 2025</b>
<b>Tender closing date</b>	<b>14 August 2025</b> <b>Time: 11:00 AM</b> <b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b> <b><a href="#">Supplier Hub- Online Tender Submission Guide</a></b>
<b>Non-Compulsory Information Session</b>	<b>31 July 2025</b> <b>Time:13h00 AM</b> <b>An online non-compulsory briefing session will be facilitated via MS Teams</b>

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



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

<b>Appendix Number</b>	<b>Description of Appendix</b>	<b>Requirement</b>	<b>Circle yes if submitted</b>	
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Appendix B	Completed technical specifications and pricing	A signed copy of the printout of each page of the electronic document	Yes	No
Appendix C	Proof of Bank Account	Signed letter from bank	Yes	No
Appendix D	Company registration documents	Company registration documents	Yes	No
Appendix E	Tax Pin	An original valid Tax Pin	Yes	No
Appendix F	B-BBEE certification / Affidavit	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA / Affidavit	Yes	No
Appendix G	Board resolution	Attach copy of board resolution on the company letter head, Unless sole proprietor	Yes	No
Appendix H	ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)	Yes	No
Appendix I	Audited Annual Financial Statements /	Provide fully signed Audited Annual Financial statements / Annual Financial statements	Yes	No



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	Annual Financial Statements			
Appendix J	Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Appendix K	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
Appendix L	SBD forms	Fully completed <b>SBD 1; SBD2, SBD 4; SBD 8; SBD 9</b>	Yes	No

***NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.***

### Stage 1: Evaluation of Functionality

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. 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
<b>Provide three (3) contactable references of contracts of similar size and nature not older than 3 years</b> 3 References verified 2 References verified 1 Reference verified None Provided <b>NB: No reference submitted will lead to disqualification</b>	= 40 Points = 30 Points = 10 Points = 00 Points	<b>30</b>
<b>Company's experience in the Printing Industry</b> More than 10 years of experience Experience between 9 and 5 years Experience below 4 years	= 20 points = 10 points = 5 points	<b>20</b>
<b>Security of Supply</b> <b>Demonstrate how you will source and supply Stationery</b> Resale / Distribution agreement with manufacturer No proof of supply attached	= 20 Points = 0 Points	<b>20</b>
<b>Proof of Business offices in KwaZulu Natal Province (Eg, Utility Bill)</b> In KwaZulu Natal Province Outside KwaZulu Natal Province	= 20 Points = 10 Points	<b>10</b>
<b>Lead Response Time-Submit Commitment letter indicating Turnaround Time</b> Same day delivery Next business day delivery Between 2 and 7 days More than 1 week	= 20 points = 15 points = 10 points = 00 points	<b>20</b>
<b>Total Points</b>		<b>100</b>



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## **SPECIFICATIONS**

### **Office Paper, White**

- A4 x 80g Mondi box of 5 Ream (500 sheets per ream)
- A4 x 80g SAPPI box of 5 Ream (500 sheets per ream)
- A3 x 80 Mondi box of 5 Ream (500 sheets per ream)
- A3 x 80 SAPPI box of 5 Ream (500 sheets per ream)

### **Office Paper, White Recycled Paper**

- A4 x 80g Mondi box of 5 Ream (500 sheets per ream)
- A4 x 80g SAPPI box of 5 Ream (500 sheets per ream)
- A3 x 80 Mondi box of 5 Ream (500 sheets per ream)
- A3 x 80 SAPPI box of 5 Ream (500 sheets per ream)