



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 MARKETING GEAR, APPAREL AND EQUIPMENT FOR A PERIOD OF
THREE (03) YEARS**

Tender No: PU8014/014

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 **PU8014/014 THE PROVISION OF MARKETING GEAR, APPAREL
AND EQUIPMENT FOR A PERIOD OF THREE (03) YEARS**

CLOSING DATE AND TIME FOR ONLINE SUBMISSION OF TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU8014/014** is at 11h00 AM on **Thursday, 14 August 2025**.

Tender number	PU8014/014	
Date issued	25 July 2025	
Tender closing date	14 August 2025	Time: 11:00 AM
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Non-Compulsory Information Session	31 July 2025	Time: 09h00 AM
	An online non-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		

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	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 (not be older than 6 months)	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 / Annual Financial Statements	Provide fully signed Audited Annual Financial statements / Annual Financial statements	Yes	No
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	COIDA	Submit valid letter of good standing from the department of labour	Yes	No

Appendix M	SBD forms	Fully completed SBD 1; SBD2, SBD 4; SBD 8; SBD 9	Yes	No
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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.

1.1.1 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
Provide three (3) contactable references of contracts of similar size and nature not older than 5 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 = 00 Points	40
Security of Supply Demonstrate how you will source and supply the required marketing material 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 = 00 points	10
Total Points		100

Marketing Committee Requisitions			
NO	Product description	QTY	Price per item (Incl VAT & Delivery)
1	Polyester Jackets.	1	R
2	T-shirts	1	R
3	Golf T's	1	R
4	Sun/Outdoor Hats	1	R
5	Back Drops	1	R
6	Pull up Banners	1	R
7	Tear Drop banners	1	R
8	Gazebo	1	R
9	Easy erect stretch tent	1	R
10	Telescopic Banners	1	R
11	Branded Chair Covers	1	R
12	Camera with double lens kit, Speedlight Flash	1	R
Central Office & Districts Requisition			
1	Branded Khaki Shirts	1	R
2	Notebooks	1	R
3	Embroidered T-shirts	1	R
4	Iron on Badges	1	R
5	Umbrellas	1	R
6	Tablecloths	1	R
6	Tablecloths	1	R
7	Foldable tables	1	R
8	Gazebo	1	R
9	Pop up Banners	1	R
10	Tear Drops	1	R
11	Loud hailer	1	R
12	Wheeled Laptop Bags	1	R
Sports Kits			
Soccer uniform			
1	soccer kit jersey incl socks		R
2	Bibs		R
3	Soccer balls		R
4	Training cones		R
Netball uniform			
1	Jersey (Netball)		R
3	Socks		R
4	Bibs		R
5	Netball balls		R
6	Training cones		R
Other sports items			
1	Bibs and shorts for other sports		R

Total bid amount to Tender (Incl VAT and delivery)	R
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PRINTING SERVICE			
NO	Product description	QTY	Price per item (Incl Vat)
1	Pamphlets (A3)	1	R
2	Flyers (A5)	1	R
3	Desk Calendars (A3)	1	R
4	Wall Calendars (A3)	1	R
5	Academic Calendar (A3)	1	R
6	Certificates (A4)	1	R
7	Admission Forms (A4)	1	R
8	Lecturer Attendance Register (A4)	1	R
9	Student Attendance Registers (A4)	1	R
10	Diaries (A4)	1	R
11	Diaries (A5)	1	R
12	Notebooks (A5)	1	R
13	A4 Stationery Folders	1	R
14	Envelopes (A4)	1	R
15	Envelopes (A3)	1	R
16	Envelopes (A5)	1	R
17	Envelopes DL	1	R
18	Business Cards	1	R
19	Requisition Books - A4	1	R
20	Receipt Books - (A4)	1	R
21	GRV Books - (A4)	1	R
22	Printing of strategic documents such as Annual Performance Plans, Strategic Plans, Annual Reports, Annual Teaching Plans, Booklets and any other document, Graphic (depending on the number of copies). (A4)	20 -50 pgs	R
		51 - 100 pgs	R
		101 - 150 pgs	R
		151-200 pgs	R
		201 - 250 pgs	R
		251 - 300 pgs	R
23	Daily Attendance Register - A3	1	R
Total bid amount to Tender (Incl VAT & Delivery)			R

NB: All prices must be inclusive of college branding as per the college manual. Designs/lay out are subject to change.