



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



KWAZULU-NATAL CET COLLEGE (KZNCETC)

Herein referred to as (KZNCETC)

REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR

THE SUPPLY AND DELIVERY OF STATIONERY TO VARIOUS CAMPUSES OF KZN CET COLLEGE.

Tender No: PU4412/025

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 **PU4412/025 THE SUPPLY AND DELIVERY OF STATIONERY TO VARIOUS CAMPUSES OF KZN CET COLLEGE.**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU4412/025** is at 11h00 AM on **Wednesday, 30 September 2026.**

Tender number	PU4412/025	
Date issued	09 September 2026	
Tender closing date	30 September 2026	11h00 am
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Non-compulsory Information Session	17 September 2026	10h00 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		

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance with the legal requirements to conduct business in SA, as well as to specific industry requirements 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.

Description	Requirement	YES	NO
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Completed Technical specifications and pricing	Attach fully signed technical specifications and pricing (Don't change the pricing schedule and specification)	Yes	No
Proof of Bank Account	Signed or electronically stamped letter from bank (not be older than 6 months)	Yes	No
Company registration documents	Submit copy of company registration documents	Yes	No
Tax Compliance Certificate	Copy of valid SARS Tax compliance status (must be valid on the tender closing date)	Yes	No
B-BBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Board resolution	Submit a copy of signed board resolution. Unless if you are sole proprietor	Yes	No
ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Bank Rating Letter	Letter of Good Standing from the bank (Bank Rating Letter) (not be older than 6 months)	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
Audited Annual Financial Statements / Annual Financial Statements	Provide fully signed Audited Annual Financial statements / Annual Financial statements for the last 2 Years	Yes	No
COIDA	Submit valid letter of good standing from the department of labour	Yes	No

SBD Forms	Copy of completed and signed SBD 1, SBD 4, SBD 6.1	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.

1.1.2 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 reference letters • of contracts of similar nature or service • for the past five (5) years: • Letters must be clearly dated (Commencement, Completion and Duration) 3 Contactable references 2 Contactable references 1 Contactable reference No evidence provided	= 40 Points = 30 Points = 20 Points = 00 Point	40
Security of Supply Demonstrate how you will source and supply Stationery Provided None Provided	= 10 Points = 00 Point	10
Provide typical Delivery,Lead and Set up time for a standard project: Within 4 Weeks Within 4 to 6 Weeks More than 6 Weeks	= 20 Points = 10 Points = 05 Points	20
Proof of Business offices in KwaZulu Natal Province (Eg,Utility Bill) In KwaZulu Natal Province Outside KwaZulu Natal Province None Provided	= 20 Points = 10 Points = 00 Points	20
Proof of delivery transport (e.g. vehicle registration documents, rental agreement) Provided None provided	= 10 points = 00 point	10
Total Points		100

SPECIFICATION

KWAZULU-NATAL CET COLLEGE LTSM STATIONERY 2026-2027						
DESCRIPTION OF ITEMS PER PACK						
LEARNER PACK SUB- LEVELS	LEARNER PACK- L4	ASC PACK	LECTURE R PACK	MODERATION PENS PACK OF 100		SUB- TOTAL (INCL. VAT)
72 Pages x2	72 Pages x5	72 Pages x3	Flipfile 30 Pages x2	Brown x 100	ROTATRI M PRINTING PAPER A4-790 BOXES of WHITE PAPER	
Two Quire x1	Blue ink Pens x2	Blue Ink Pens x2	Exam Pads x2	Green x100		
Flip Files 10 Pages x3	Flipfiles 20 Pages x6	Led Pencils x2	Red Ink Pens x2			
Blue Ink Pens x2	Two Quire x1	Eraser x1	Black Ink Pens x2			
Led Pencils x2	Exam Pad x1	Sharpner x1	Staples box X1			
Eraser x1	Led pencils x2	30cm Ruler	Paper clips Box 33mm X1			
Sharpner x1	30cm Ruler					
30cm Ruler	Sharpner x 1					
Total Pack: 1193	Total Pack: 7710	Total Pack: 1957	Total Pack: 2197	Total pens 2400	Total Boxes: 790	R
TOTAL BID PRICE (INCL. VAT & DELIVERY)						R

DELIVERY ADDRESSES

KWAZULU-NATAL CET COLLEGE - LTSM STATIONERY PACKS 2026								
District	Name of the Community Learning Centre	Learner Pack Sublevels	Learner Pack ASC	Learner Pack L4	Lecturer Pack	Centre Pack	Rotatrim Reams of paper in (boxes A4 white paper)	DELIVERY ADDRESS
Amajuba	Ilungeloletu CLC	20	39	180	57	6	20	Phuzukubona High School, (also known as 42, Osizweni township) Dannhauser, 3080.
Amajuba	Endleleni CLC	34	70	200	30	9	20	Qhubeka Primary School, 8258 Madadeni Section 1, 2951.
Ilembe	Emlandeleni CLC	34	55	200	84	6	20	Ascot Building office No.142 Ilembe district office KwaDukuza Central, Corner of R102 and Link Road, opposite KwaDukuza fire emergency KwaDukuza, 4439.

Ilembe	Wotana CLC	20	54	180	45	4	20	Ascot Building office No.142 Ilembe district office KwaDukuza Central, Corner of R102 and Link Road, opposite KwaDukuza fire emergency KwaDukuza,44 39.
Harry Gwala	Bhongweni CLC	0	0	118	12	2	20	Kokstad Skills Centre, 1 Nkululeko Road, Kokstad.
Harry Gwala	Ithuba CLC	100	0	170	18	11	20	Mahwaqa Educational Centre, R617 Road Bulwer, 3244.
Harry Gwala	Braaimwood CLC	117	0	280	35	5	20	Kwasikhunyan e Primary School, D168 St Faith Road, Highflats 3306.
Harry Gwala	Lathi-tha CLC	0	0	300	35	6	20	DRC Junior Secondary School, 52 Bird Street, Umzikhulu, 3297
PINETOWN	Thandiwe CLC	27	54	190	185	12	20	Department of Education, 41 Voortrekker Street, Ashely, Pinetown 3600.
PINETOWN	Ulwazi CLC	27	55	190	83	11	20	Department of Works (Sassa), 32 Buthelezi Road Mpumalanga Hammarsdale.
PINETOWN	Lethukukhanya CLC	27	54	190	111	10	20	Department of Education, 41 Voortrekker Street, Ashely, Pinetown 3600.

UMLAZI	Phindangene CLC	27	82	190	75	10	20	Phindangene CLC, 01 Hall Drive, Lamontville, Durban, 4027.
UMLAZI	Phathisizwe CLC	27	0	190	117	9	20	Esizibeni High School, Umnini Tribal Authority, Saiccor Road, Ehlanzeni 4170.
UMLAZI	Dokkies CLC	27	81	190	112	15	20	Dokkies CLC, 80 Bartle Road, Umbilo, Durban, 4075
Ugu	Meshack Ntshulwana CLC	28	80	190	56	10	20	Lot 2538, Ray Nkonyeni Road, Department of Education, Gamalakhe, 4249.
Ugu	Siyanatha CLC	27	37	190	16	4	20	Ward 19, Turton area, Mthwalume Campus next to Sassa office Mthwalume, 4186.
Ugu	Harding HRD CLC	27	0	190	5	4	20	Philip Street Harding Seventh Day Adventist Church, Harding 4680.
Ugu	Qinisela CLC	27	100	190	19	11	20	Lot 211, Nelson Mandela Main Road, Umzinto 4200.
Umgungundlovu	Manaye CLC	30	58	204	23	10	20	114 Pietermaritz Street, uMsunduzi Campus, 3200

Umgungundlovu	Zibuke CLC	29	58	202	12	11	20	25 Scotstreet, Pietermaritzburg, 3200 (Cnr Scotstreet and Langalibalele Street, entrance on Scotstreet. White building below UNISA)
Umgungundlovu	Stoffelton CLC	28	58	202	14	4	20	Stoffelton Primary School, NPO Khanyisani, Mpendle 3227.
Umkhanyakude	121 Battalion CLC	30	0	82	13	1	10	Edna Gazu Skills Centre, A2143 Road, Enkanjini Area, Emabundeni hlabisa, 3937.
Umkhanyakude	Bonela CLC	0	41	182	63	10	20	Phumlani Primary School, Dube Street, Hluhluwe, 3960.
Umkhanyakude	Embonisweni CLC	30	100	232	126	14	20	Esibonisweni Primary School, Sicabazi area, Kwangwanase, 3973.
Umkhanyakude	Jozini CLC	35	20	185	118	11	20	Sinethezekile High School, Makhonyeni area, Jozini, 3969.
Umkhanyakude	Zamani CLC	35	100	232	130	11	20	Majalantini Skills centre, Zululam Eco resort road, Jozini 3969.
King Cetshwayo	Bonamuva CLC	0	0	140	89	6	20	Umfolozi TVET College, Esikhaleni Campus.
King Cetshwayo	CB Addison CLC	29	0	270	78	7	20	Umfolozi TVET College, Esikhaleni Campus.

King Cetshwayo	Phumelela	40	50	150	51	6	20	Vimbimbobo Area, Mchunu tribal court, Nkandla, 3855.
King Cetshwayo	Sesikwazi CLC	40	167	200	99	9	20	Umfoloji TVET College, Esikhaleni Campus.
Umzinyathi	Funulwazi CLC	27	54	190	33	7	20	Mpisi Primary School, 92A Mzuvele Street, Glencoe 2930.
Umzinyathi	Hlakaniphani CLC	27	55	190	47	8	20	Mkhovini area, Kwamathengwenya, Machunwini area, next to Mhlangana Primary School, Tugela Ferry, 3010.
Uthukela	Bekezela CLC	44	58	260	15	3	20	Bekezela CLC next to Masumpa Primary School, Ezwelisha area, Bergville, 3350.
Uthukela	Inqabayamangwane CLC	43	58	182	16	4	20	Kings & Queens Creche, Weenen Road, Esigodlweni area, Escourt, 3310.
Uthukela	Thathezakho CLC (Limehill)	0	58	166	25	4	20	Nedupola Multiskill Centre, Helpmekaar Road, Uitval Taxi Rank next to Etholeni.
Zululand	Ondini CLC	30	161	269	65	4	20	Section A Umfolozi Street, Ulundi 3838

Zululand	Usizuzulu CLC	40	100	150	34	8	20	550 Hlabangani Street, Behide Comprehensiv e school, Bhekuzulu location, Vryheid, 3100
Zululand	Umendomuhl e CLC	0	0	150	6	5	20	Kwafa High School,Bilanyo ni , Paulpietersbur g,3180.
Zululand	Isibani CLC	0	0	152	15	6	20	Mgazini Primary School, B218 Mgazini Street, Ncotshane, Pongolo,3170.
Zululand	Sikhanyiselwe CLC	60	0	192	30	6	20	Sibusiso High School, Buxeden area, Nongoma, 3950.
TOTAL		1193	1957	7710	2197	300	790	

NB: ALL PRICES TO INLCUDE DELIVERY COSTS TO THE CENTRES WITHIN KWAZULU-NATAL.