higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

LIMPOPO COMMUNITY EDUCATION AND TRAINING COLLEGE (LPCETC)

Herein referred to as (LPCETC)

REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR

THE SUPPLY AND DELIVERY OF STATIONERY TO LCET COLLEGE.

TENDER NO: PU4412/026

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**.

The closing time and date for receipt for online tender **PU4412/026** is **11h00**

Tender number	**PU4412/026**
Date issued	**08/11/2026 (Tender availability-09/11/2026)**
Tender closing date	**03/12/2026** **11h00 on Thursday** **Tender Submission will be Electronic on www.purcosa.co.za** **Supplier Hub- Online Tender Submission Guide**
Non-Compulsory information session	**16/11/2026** **10h00 on Monday** **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	Reequipments	Yes	No
RFP Document	Initial each page of the RFP document	Yes	No
Technical specifications and pricing	Submit fully signed technical specifications and pricing **(Don't change the pricing schedule and specification)**	Yes	No
Proof of bank account	Submit signed or electronically stamped letter from bank (not be older than three (3) months)	Yes	No
Company registration documents	Submit copy of company registration documents	Yes	No
Tax Compliance certificate	Submit copy of valid SARS Tax compliance status (must be valid on the tender closing date)	Yes	No
B-BBEE certification	Submit a valid B-BBEE certificate from 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	Submit certified copy(s) of Identity document(s) (ID) for directors/shareholders (not be older than six (6) months)	Yes	No
Bank Rating letter	Submit letter of Good Standing from the bank (Bank Rating letter) (not be older than three (6) months)	Yes	No
Registration National Treasury (**CSD**)	Submit a copy of the full report of registration with National Treasury Central Supplier Database	Yes	No
Audited Annual Financial Statements / Annual Financial Statements	Submit fully signed Audited Annual Financial statements / Annual Financial statements for the past two (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

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.

Initial……..

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
Submit three (3) relevant contactable references on the client's letterhead (reference letters must be work done within the past five (5) years: clearly dated-commencement, completeion and duration) 3 Contactable references = 40 points 2 Contactable references = 30 points 1 Contactable reference = 20 points	**40**
Security of Supply **Demonstrate how you will source and supply Stationery** Provided = 10 points None Provided = 00 point	**10**
Submit typical delivery, lead and set up time for a standard project: Within 4 weeks = 20 points Within 4 to 6 weeks = 10 points More than 6 weeks = 05 points	**20**
Submit proof of business offices in Limpopo Province (e.g ward councillors' letter, utility bill) Business address in Limpopo Province = 20 points Business outside Limpopo Province = 10 points	**20**
Submit proof of delivery transport (e.g. vehicle registration documents, rental agreement Provided = 10 points None provided = 00 point	**10**
TOTAL POINTS	**100**

Initial……..

SBD 3.3

PRICING SCHEDULE - GOODS AND SERVICES

To get the total add the unit cost for all the years i.e (Y1+Y2+Y3)

			Unit Cost			
Item No	**Description**		**Year 1 (incl. VAT)**	**Year 2 (incl. VAT)**	**Year 3 (incl. VAT)**	**Total 3 Years (incl. VAT)**
Stationery pack for Students						
1	HB PENCIL		R	R	R	R
2	PENCILSHARPENER METAL TWO HOLE		R	R	R	R
3	PENCIL ERASER		R	R	R	R
4	BALLPOINT PENS (BLACK)		R	R	R	R
5	30CM RULER		R	R	R	R
6	PRITT 40g		R	R	R	R
7	A4 2 QUIRE HARD COVER 192 PAGES		R	R	R	R
8	10 POCKETS FLIP FILES		R	R	R	R
9	A4 100pages PUNCHED EXAM PAD		R	R	R	R
10	SCIENTIFIC CALCULATOR		R	R	R	R

Initial……..

Stationery pack for Lecturers						
11	BALLPOINT PENS (BLACK)		R	R	R	R
12	BALLPOINT PENS (RED)		R	R	R	R
13	A4 2 QUIRE HARD COVER 192 PAGES		R	R	R	R
14	ARCH LEVER FILE		R	R	R	R
15	BOX OF CHALK (100pcs)		R	R	R	R
16	CHALK BOARD DUSTER		R	R	R	R
17	STAPLER - Uses 26/6, 24/6 STAPLES		R	R	R	R
18	STAPLES Box - 6mm; 26/6		R	R	R	R
19	BOX OF WHITE A4 PRINTING PAPER		R	R	R	R
Sub - Total (A) (incl. VAT)						
Delivery cost to the following address **To get the total add the rate per km and multiply by the actual km i.e (Y1+Y2+Y3) X Actaul KM**						
			Rate/KM			
Location		**Actual KM**	**Year 1 (incl. VAT)**	**Year 2 (incl. VAT)**	**Year 3 (incl. VAT)**	**Total 3 Years (incl. VAT)**
CAPRICORN DISTRICT						

Initial.....

1936 Zone 1, Seshego, 0742			R	R	R	R
Nobody, Ga-Mothapo, 0726			R	R	R	R
Ntseeye Kgopu Primary School, Zone A, Lebowakgomo, 0745			R	R	R	R
Helen Franz Hospital			R	R	R	R
MOPANI DISTRICT						
Bendzulani-Nkowakowa			R	R	R	R
Section F, Giyani, 0826			R	R	R	R
Lulekani Township			R	R	R	R
Ga-Kgapane, 0838			R	R	R	R
SEKHUKHUNE DISTRICT						
Maphopha Village, 1030			R	R	R	R
Praktiseer Location, 1150			R	R	R	R
Stand no. 506 OR Tambo Square, 1030			R	R	R	R
Stand no. 1789, Molelemela Section, Masemola, 1060			R	R	R	R
VHEMBE DISTRICT						
Sibasa Miluwani, 0970			R	R	R	R
Malamulele Section A, 0982			R	R	R	R

Initial……..

Musina Nancefield, 0900			R	R	R	R
Sanari Village, 0959			R	R	R	R
Shayandima Village, Zone 7 Stand no.1044, 0945			R	R	R	R
WATERBERG DISTRICT						
Sekgalhapeng, Mokopane, 0600			R	R	R	R
Bela-Bela, 0480			R	R	R	R
Mohwiliri Street, Marapong Location, 0556			R	R	R	R
Sub - Total (B) All Districts (incl. VAT)						
TOTAL COST VAT INCLUSIVE			**(A) + (B)**			R