



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**westcol**  
Western College for Technical, Vocational Education and Training

## TERMS OF REFERENCE

**Supply and delivery of textbooks for three (3) years**

## **TEXTBOOKS**

### **MANDATORY**

#### **STAGE 1A**

- ✓ Submission of Proposal structured as per evaluation criteria
- ✓ Bid Commitment and declaration of interest form should be signed by bidder (SBD4, SBD 6.1 & SBD 8.  
**Forms available on Westcol website**)
- ✓ Submission of price (The bidder to submit a quotation for textbooks for a period of 3 years (36 months).  
The price should be VAT inclusive.
- ✓ Submission of a valid tax clearance certificate / Compliance Status
- ✓ Submission of a BBBEE certificate / EME affidavit
- ✓ Proof of registration on Centralised Supplier Database (CSD). Summary of registration not older than 30 days
- ✓ Audited Financial statements for the last 3 years
- ✓ Audited AFS

**SERVICE PROVIDERS THAT DO NOT COMPLY WITH THE ABOVE REQUIREMENTS (STAGE 1A) SHALL BE DISQUALIFIED AND SHALL BE REGARDED AS NON-RESPONSIVE.**

#### **STAGE 1B**

Technical evaluation as per Functional Evaluation Criteria

Minimum threshold = 70 points

#### **STAGE 2**

Preference points and price only

Price = 80 points

Preference = 20 points.

### **2.5 FUNCTIONAL CRITERIA**

	Item No.	EVALUATION CRITERIA	Points allocated to item
	1	Proven experience in providing such required services and past experience in a similar nature of work. 3 years or more experience within the distribution of textbooks from approved publishers including contactable references. - 3 written verifiable references = 30 - 2 written verifiable references = 20 - 1 written verifiable reference = 10	30
	2	Capacity /Resources <u>Guideline:</u> Staff, Management structure, Infrastructure, Key Account Manager, Branches in various Provinces, Financial resources (3 years - Vehicles: provide copy of e-Natis registration documents or letter of intent to hire = 10 - Key account manager: 5 years' experience, submit CV = 10	30

		- Submit proof of branches in the Gauteng province = 10	
<b>3</b>	Delivery within a ten (10) days period from receipt of request-indicating administrative and infrastructural capacity to execute timeously delivery. Urgent deliveries within seven (7) days period		5
<b>4</b>	Full details of contactable references/ reference letters for bulk textbooks supply contracts (past and present)		10
<b>5</b>	Agreements / accounts to ensure uninterrupted service/ delivery of textbooks material (accounts/credit limits) – submit proof of credit agreements with relevant publishers		5
<b>6</b>	Ability to supply additional titles not specifically provided for in the price's schedule/scope of work Proposals on how competitive prices for these (additional) titles will be calculated. Submit a letter showing commitment to supply textbooks that are not on the list		5
<b>7</b>	Operational / Customer satisfaction: The following needs to be addressed to indicate how customer satisfaction will be assured: 1) Transportation of textbooks = 3 2) Delivery on time / delivery guarantee = 3 3) Exchange of inferior / incorrect textbooks (contingency plan). =3 4) Delivery documentation =3 5) Return policy on unutilized textbooks (new) =3		15
	<b>TOTAL</b>		<b>100</b>
<p>Brochures may be submitted in addition to the proposal. The proposal will be evaluated individually on score sheets, by a representative evaluation panel according to the evaluation criteria indicated above. All service providers who scored less than 70 out of 100 points for functionality will not be considered further.</p> <p><b>NB: Points scored 70 and above out of 100 for Quality (functionality) will not have an influence on the total tender evaluation points. Method 2 (stage 2) (i.e., financial offer and preferences) will be used to calculate the total tender evaluation points.</b></p>			
	Westcol will only issue <u>one</u> copy of a signed contract.		

### 3. SCOPE OF WORK /SPECIFICATION LIST

**Supply and delivery of textbooks as per academic board approved publishers (Various Publishers) for a period of 3 years (36 months).**

#### BACKGROUND

Westcol College is a public TVET college situated in the West Rand providing training in the further-education and vocational sector.

#### GOAL

To obtain a reputable, experienced suppliers responsible for the supply and delivery of study material (textbooks) to Westcol campuses for a period of 3 years (3 months).

#### TERMS OF REFERENCE

##### Requirement:

WESTCOL requires an experienced service provider to supply textbooks to all Westcol campuses for a period of 3 years (3 months).

##### Scope of service required:

- 1) Fragmented deliveries required for bulk orders are as follows:  
January: Bulk order for NCV, PLP, Nated Business and Engineering Studies  
March: Bulk order for Nated Business and Engineering studies
- 2) Delivery dates and times can change as per Westcol requirements
- 3) Deliveries to be made to a specific campus as per order.
- 4) No partial deliveries will be accepted (Western TVET College does not pay partial deliveries of ordered books. Orders must be delivered in full before invoicing).
- 5) No upfront payments will be made (30 days payment terms from date of receipt will apply)
- 6) Supplier must ensure that if available, revised versions of textbooks are delivered when ordered.
- 7) Delivery times:
  - 7.1) Monday – Thursday: 09:00 – 14:00
  - 7.2) No delivery will be accepted on Fridays and on over weekends.
- 8) In order to ensure timeous checking of delivered goods, same titles to be packed together.
- 10) Deliveries should be made directly to the campus bookshops by delivery team. No Westcol staff member will assist with offloading of deliveries.
- 11) No mechanical offloading equipment on any of the campuses.

##### Proposed approach

The proposal submitted must address each of the elements mentioned above in detail.  
All pricing must be VAT inclusive.

Proof of experience: Proposals must include at least 3 verifiable references. Current clients and clients where contracts expired within the period of the last 3 years.

##### Appointment

WESTCOL reserves the right to

- Not obliged to appoint the lowest bidder or any other bidder.
- Benchmark prices charged to ensure no excessive inflation of pricing.
- Conduct due diligence where necessary.

##### Functional evaluation criteria:

Point 2.5 above.

**General:**

The successful service provider must enter into a service level agreement with WESTCOL.

WESTCOL will reserve the right to cancel such agreement by giving 30 days' notice.

The service level agreement will include invoicing conditions and maximum invoicing periods.

WESTCOL reserves the right to amend the final quantities of titles ordered as determined by registration numbers.

**1. Background to WESTCOL**

Western TVET College (WESTCOL) is a schedule 3A Public Entity established in terms of the provisions of the CET Act 16 of 2006 (as amended), Its mandate is the provision of further education and training to all persons within the borders of South Africa

The customer base of WESTCOL comprises not only the South African residents but all foreign nationals within the borders of the country. WESTCOL has campuses in Krugersdorp, Krugersdorp West, Randfontein, Westonaria and Carletonville.

**2. Background to the Project**

WESTCOL has decided to secure a service provider to supply WESTCOL and delivery study material (textbooks) for a period of 3 years (36 months). A major consideration for this approach is to ensure that the goods delivered are of a high and consistent standard.

**3. Scope of Work**

Service provider will be appointed to service WESTCOL campuses by providing study material (textbooks) for a period of 3 years (36 months).

**Campuses of WESTCOL are situated at:**

Krugersdorp - Cnr. Market and Von Brandis Street, Krugersdorp (CBD)

Krugersdorp West - Cnr. Figulus and Flemming Avenue, Krugersdorp West

Randfontein - 8 Kiewiet Street, Helikon Park, Randfontein

Carletonville - 20 South Street, Carletonville

Westonaria - 106 Botha Avenue (Westonaria Sport complex), Westonaria

**4. Specific Contract Terms**

4.1 Delivery of goods shall be done within ten (10) business days of receipt of a delivery request.

4.2 Where the contractor fails to deliver as requested or indicates an inability to meet the delivery time, **WESTCOL reserves the right to cancel the order.**

4.3 All goods and services shall conform to the applicable SABS standards where such a standard exists.

**5. PRICING STRUCTURE**

5.1 Supply and Deliver study material (textbooks). Prices must be fixed for three (3) years. The detailed pricing schedule must be completed in full, failing which such bidders will be disqualified.

**The detailed pricing schedules must accompany your bid documents (ANNEXURE "A")**

**TENDER PRICE: All Engineering titles as per estimated quantities**

2023	2024	2025	TOTAL
R ....., .....	R ....., .....	R ....., .....	R ....., ..... (Vat Incl.)

The detailed pricing schedules must accompany your bid documents

**TENDER PRICE: All Business studies titles as per estimated quantities**

2023	2024	2025	TOTAL
R ....., .....	R ....., .....	R ....., .....	R ....., ..... (Vat Incl.)

**TENDER PRICE: All NCV studies titles as per estimated quantities**

2023	2024	2025	TOTAL
R ....., .....	R ....., .....	R ....., .....	R ....., ..... (Vat Incl.)

**Note: Please ensure that TOTAL PRICE is inclusive of an increase for the 3 years (36 months) period. Official company quotation to accompany this submission confirming above totals and unit prices of titles.**

**Westcol reserve the right to appoint different suppliers for NCV, Engineering and Business Studies titles to minimise risk of supply and ensure effective service while being cost effective.**

Please indicate your total bid price broken down as per the list provided "Annexure A" (compulsory). WESTCOL will evaluate and award the bid accordingly:

**The Bidder will be required to price and deliver the titles as per the list provided "Annexure A" to the relevant campus as per TOR stipulation.**

**AS PER THE LIST PROVIDED (ANNEXURE A) FOR DETAILED PRICING SCHEDULE**

**NOTE:**

**All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**

**All title prices as per ANNEXURE "A" quoted should be fixed the duration of the contract 3 years period (36 months)**