



Terms of Reference – PUR 5000/8 – Supply and Delivery of Student Packs

Background

CONSTITUTIONAL MANDATE FOR SEDIBENG TVET COLLEGE

- The Constitution is the supreme law of the Republic and any law or conduct inconsistent with the constitution is invalid; the obligations imposed by the constitution must be fulfilled.
- All citizens are equally entitled to the rights, privileges and benefits of citizenship and, equally, subject to the duties and responsibilities of citizenship.
- Section 29(1) of the Constitution states that everyone has a right to a basic education, including adult Basic education and further education, which the State, through reasonable measures, must make progressively available and accessible. Sub-section 2 states that everyone has the right to receive education in the official language or languages of their choice in public educational institutions, where that education is reasonably practicable.

VISION

- To provide a quality education that is aligned with the Fourth Industrial Revolution and promotes the Green Economy.

MISSION

- Transform the future of TVET programme offering by creating exceptional value and opportunity for all stakeholders.

VALUES

- At Sedibeng TVET College we are guided by the following values which are important to us as an organisation.
- Leadership we value leadership in directing the performance of others in the TVET sector and leading the way.
- Teamwork Our employees work as a team and value the contributions of each individual. We know that our people are our most important resource.
- Innovation We believe in the effectiveness of a cohesive and welcoming work environment that recognizes the value of teamwork and inspires and acknowledge innovation.

Objectives

- The objectives of this term of references is find a suitably qualified supplier to supply students packs for the college in 2022.

Specifications for student packs is as follows:

1. Earphones in a Case

Earphones in a Case	Quantity: 16 000
Earphone with micro phone Colour: Must Be Blue and White Head set case must be branded in a Sedibeng Tvet College Logo. (7cm x 7cm x 2cm) Excellent Sound Quality Extreme durability Superior comfort Hands-free calling and music It must allow you to listen to music on the FM Radio and music played from the mobile phone Listen to music on the FM Radio and music player on the portable product stereo and touch of acceptance of the appels-microphone integrated 3.5mm jack socket. In a packets SAMPLES MUST BE PROVIDED	

2. 16GB USB

16GB USB	Quantity: 16 000
Material: ABS Body and Metal Bezel Size: 5.4cn(L) x 1.94cm (W) x 1.02cm (H) Capacity: 16GB Branding Options: Laser Engrave (must be white) Colour: 100% Pantone 287 with Sedibeng TVET College Logo SAMPLES MUST BE PROVIDED	

1. T- Shirts

T - Shirts	Quantity: 16 000
180 GSM Carded cotton V-neck T-shirt with double ribbed collar (Unisex) Stitched neckline Needle finish on the sleeves and hem Colour: Navy Blue (Non Fading) Sizes - Small: 7 800 Medium: 7 000 Large: 800 X-Large: 400 Customisation: White Embroidery (Logo) DHET Logo on the left and Sedibeng logo on the right (both aligned and above the breast pocket) DHET Logo has to be 1/3 bigger than Sedibeng logo Logo: Left Side of the Chest SAMPLES MUST BE PROVIDED	

2. School Bag (Backpacks)

School Bags (Backpacks)	Quantity: 15 500
Dimension: Length: 30cm, Width: 17cm, Height: 44cm Body Material: High Quality Canvas Lining: Polyester Colour: Main Colour to be 100% Pantone 287 branded with Corporate Colour and Logo (Front/Face) Front Pocket must be included Branding: Laser Printing SAMPLES MUST BE PROVIDED	

3. School Bag (Backpacks)

School Bags (Backpacks)	Quantity: 500
Dimension: Length: 30cm, Width: 17cm, Height: 44cm Body Material: High Quality Canvas Lining: Polyester Colour: 25% Cyan branded with Corporate Colour and Logo (Front/Face) Front Pocket must be included Branding on top of the Pocket (FONT: COMIC SANS: BEST PERFORMING STUDENT) Branding: Black Laser Printing SAMPLES MUST BE PROVIDED	

Pricing Table

No.	Description of Item	Quantity Required	Price Per Item (Incl. VAT)	Price (Incl. VAT)
1	Earphones (in a Case) SAMPLE MUST BE PROVIDED	16 000	R	R
2	16GB USB SAMPLE MUST BE PROVIDED	16 000	R	R
3	T-Shirts SAMPLE MUST BE PROVIDED	16 000	R	R
4	School Bag (Backpacks) SAMPLE MUST BE PROVIDED	15 500	R	R
5	School Bag (Backpacks) SAMPLE MUST BE PROVIDED	500	R	R
TOTAL PRICING FOR ALL ITEMS (INCLUDING VAT) AND DELIVERY				R

SUPPLIER ARE ADVISED TO STICK TO THE SPECIFICATION

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	A duly authorised representative must initial each page and the declaration signed in full.
Appendix A1	Payfast Proof of payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company.
Appendix B	Completed technical specifications and pricing	A signed copy of the print out of each page of the electronic document
Appendix B1	USB x1/No CD Acceptable	Fully scanned tender document and all returnables
Appendix C	Proof of Bank Account	Cancelled cheque or signed letter from bank
Appendix D	Company registration documents	Company registration documents
Appendix E	Tax Pin	An original valid tax Pin
Appendix F	BBBEE certification	A valid BBBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA
Appendix G	Board resolution	Signed Board resolution
Appendix H	Declaration of Interest	Please sign form in the tender document
Appendix I	Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.

STAGE 1: EVALUATION OF FUNCTIONALITY

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 <ul style="list-style-type: none">• of contracts of similar nature or service for the past (5) years:• Letters must be clearly dated (Commencement, Completion and Duration) 3 References verified 2 References verified 1 Reference verified No evidence provided	= 30 Points = 20 Points =10 Points = 0 Points	30
Telephonic and Email reference verification 3 reference verified 2 references verified 1 reference verified No references provided and not verified	= 15 Points = 10 Points = 5 Points = 0 Points	15
Company profile with a list of projects completed in the same Industry Both Provided One Provided None Provided	= 20 Points = 10 Points = 0 Points	20
Provide typical Delivery Lead and Set up time for a standard project plans and timelines Within 4 Weeks Within 6 to 8 Weeks More than 8 Weeks	= 25 points = 15 points = 5 Points	25
Proof of delivery transport (e.g. vehicle registration documents, rental agreement) Provided None provided	= 10 points = 0 points	10
Total Points		100