



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



**Central Office
Supply Chain Management Department**

Physical Address
262 D'Aintree Avenue
Asherville
Durban
4015

Postal Address
Private Bag X06
Dormerton
4015

Telephone: 031 250 8400

**RFQ No: 26551/2022
Request for Written Price Quotations**

College Brochures

Closing Date 12 October 2022 at 11h00am

SCM Enquiries	Technical Enquiries
Mr Ravi Gounden Email: Ravi.Gounden@thekwini.edu.za Tel: 031 250 8401	Lindiwe Bhengu Tel: 031 250 8222 Email: Lindiwe.Bhengu@thekwini.edu.za

Name of the Bidder	
Quoted Price (VAT inclusive)	

Quotations must be submitted on the letterhead of your business or have a business stamp. Quotations must be **hand delivered by 11h00**, on the closing date, to the tender box at the **Reception, at Central Office, Asherville**. No late delivered quotations will be considered.

TERMS AND CONDITIONS

1.1 BID SUBMISSION:

- a) Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration;
- b) Price(s) quoted must be valid for at least thirty (90) days from the date of your offer;
- c) Price(s) must be firm and must be inclusive of VAT;
- d) All bids/quotations must be submitted on/with the cover page provided as an attachment;
- e) Proof of registration with the National Treasury's Central Supplier Database (CSD) must be attached;
- f) An original or a copy of a valid Tax Clearance Certificate or SARS Tax Pin status with PIN must be attached;
- g) A copy of the company/ close-corporation/ trust registration papers must be submitted, e.g., CIPC registration;
- h) This bid is subject to the preferential procurement policy framework act 2000 and the preferential procurement regulations, 2017.
- i) A copy of your company's BEE status.

1.2 BIDS DELIVERY ADDRESS

- a) Bids must be Submitted in a Sealed Envelope, and to be placed in the tender box on or before 12 October 2022, by 11h00, at the Reception (3rd Floor) at Central Office, 262 D' Aintree Avenue, Asherville, Durban 4091.
- b) The Sealed Envelope must be marked on the outside with the RFQ number.

1.3 BID CONDITIONS

- a) The College's Supply Chain Management Policy will apply;
- b) 80/20 preferential procurement point system will be applied;
- c) The College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- d) Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- e) No quotations will be considered from persons who are in the service of the state;
- f) Failure to comply with any or all these conditions may invalidate your offer.

1.3 EVALUATION CRITERIA

- a) Where functionality is applicable, the evaluation criteria will be:
 - Stage 1: Functionality;
 - Stage 2: Price and preferential points
 - Only bidders who score 60% or more on Stage 1 will proceed to Stage 2;
- b) An 80/20 preferential procurement point system will be applied. All bidders must submit a copy of a valid BBEE certificate/ Sworn Affidavit to earn preferential points;
- c) The 80/20 preferential procurement point system will be applied as follows:

BBBEE LEVEL	POINTS TO BE AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
NON-COMPLIANT/ BBBEE CERTIFICATE NOT PROVIDED	0



Enquiries: Lindiwe Bhengu/Shamilla Naidoo **Telephone/ucingo:** 031 250 8222/8248 **Date:** 13-09-2022
Imibuzo: **Fax Number:** 031 250 8414 **Usuku:**
Navrae: **Address:** 262 D'Aintree Ave, Asherville Durban

REQUEST FOR QUOTATION

Please provide a quotation for the production (design, layout and print) of a generic brochure, as per the following specifications.

1. GENERIC BROCHURE

Size: A4 folded into A5 – 4 page document

Print: Branding/Text and Pictures

Quantity: 5 000

Paper: Glossy, 250 gm

Colour: Full Colour

Branding: College logo and pantone colours will be provided by the Marketing Department.

Originality: Branding and content information will be provided. (Hard-copy and electronic)

Packaging: 100 copies per pack.

Deadline: Completed Product to be delivered to Thekwini TVET College by October 28th 2022.

If you are the successful service provider, please ensure that the electronic version of the design is submitted to the College (if the art work is costed, it becomes the property of the college).

Should you have any further queries please contact Lindiwe Bhengu or Shamilla Naidoo in the Marketing Department at 031-250 8222/8248

Central office	031 250 8400, Private Bag X 06, Dormerton, 4015
Asherville Campus	031 250 8200, 262 D'Aintree Avenue, Asherville
Cato Manor Campus	031 273 3650, Harry Gwala & Ridgeview Roads, Cato Manor
Centec Campus	031 203 5500, Corner of Earl Haig & Hendry Roads, Morningside
Melbourne Campus	031 327 5700, 70 Sydney Road, Dalbridge
Springfield Campus	031 263 7700, 2 Bisasar Roads (off Electron Road, Springfield Flats
Umbilo Campus	031 274 0300, 351 Umbilo Road, Umbilo