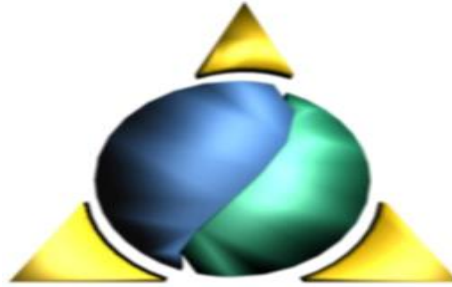


# SEKHUKHUNE TVET COLLEGE

FOR TECHNICAL & VOCATIONAL EDUCATION AND TRAINING COLLEGE



REACHING GOALS TOGETHER

## ADVERTISEMENT

The Sekhukhune TVET College hereby invites service providers to quote for the following item/s.

**SPECIFICATION: PROVISION OF BOARD SECRETARIAT SERVICES TO THE SEKHUKHUNE TVET COLLEGE – CENTRE FOR ENTREPRENEURSHIP RAPID INCUBATOR ADVISORY BOAR FOR A PERIOD OF 12 MONTHS.**

| Line | Item Description   |
|------|--|
| 1.   | Provide board secretariat services focusing on the following;<br>Scheduling of board and committee meetings, send invitations, record meeting (draft minutes), draft resolutions and action plans from meetings, prepare board related submissions from committees recommendations, manage IoDSA corporate membership and other board related memberships/associations, identify and recommend board training needs, support and advise the board with all related legal compliance to be adhered to by similar board. |
| 2.   | Baseline for quotations<br>Number of board members (x8 with the Head of the Centre a ex-officio)<br>X4 quarterly ordinary board meetings (lasting for a maximum of 2 hours)<br>X4 committee board meetings (lasting for a maximum of 2 hours)<br>X1 strategic session of the board( lasting for a maximum of 2 days)<br>X1 annual general meeting of the board (lasting for a maximum of 2 hours)  |
| 3.   | Project to be completed within (12) months   |
| 4.   | The quotation must cover. <ul style="list-style-type: none"><li>• Methodology,</li><li>• Implementation plan</li><li>• Financial Proposal</li></ul>  |
| 5.   | The Following documents must be attached for functionality. <ul style="list-style-type: none"><li>• Curriculum Vitae of the proposed lead board secretary and their experience<ul style="list-style-type: none"><li>- Certified copies of qualifications (not older than 6 months)</li><li>- Certified ID copy (not older than 6 Months)</li></ul></li></ul>   |
| 6.   | The provider <b>must</b> have experience at least 3 projects in implementing similar projects with traceable record. Details of contactable reference/s to confirm previous experience must be submitted.  |

The following conditions shall apply:

## **SUBMISSION OF DOCUMENTS:**

- Sealed envelope written the notice number must be submitted at reception at the central office, **Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province** between 07h30-16h30 (Monday to Thursday) and 07h30-11h00 on Fridays.
- **Emailed quotation can be send to: [magolot@sektvetcol.co.za](mailto:magolot@sektvetcol.co.za)**
- Closing date for submissions will be **14 July 2023 at 11H00**.

## **COMPULSORY MANDATORY DOCUMENTS:**

- CIPC of Company registration certificate (CK) issued within 1 year of closing date or annual returns.
- Confirmation of physical address of the bidder or municipal bill/ Lease agreement.
- SBD 4 and SBD 8 forms obtainable on the College website.
- Valid CSD Report
- Business Profile (clearly indicating key offerings and number of years in operation).
- Curriculum Vitae / resume of the Board Secretary and sector specific mentors with their qualification certificates
- (NB: non-compliance with the above will result in automatic disqualification).

## **GENERAL CONDITIONS:**

- This request for proposal does not serve as a quotation template, therefore an official quotation must be in company letterhead.
- Quoted prices must be valid for at least a period of thirty (30) days.
- Suppliers must be in a position to deliver within fifteen (15) days upon receipt of an official purchase order as failure to do so will result to cancellation of the order with immediate effect.
- For verification of goods, a sample will be requested upon issuing of an official order.
- There will be no public opening of quotations.
- Quotations will be evaluated on 80/20 point system. 80 points for price and 20 points for BBBEE rating as per relevant Public Preferential Procurement Framework and Broad Based Black Economic Empowerment legislations.

For further enquiries, please use the following contact details:

- |              |                                   |                        |
|--------------|-----------------------------------|------------------------|
| • Sibande TD | Procurement Officer(013) 269 0278 | Administrative Queries |
| • Magolo MT  | Procurement Office (013) 269 0278 | Administrative Queries |

**PRINCIPAL  
TJ KEKANA**