



REACHING GOALS TOGETHER

## SEKHUKHUNE TVET COLLEGE

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

### **SPECIFICATION: SUPPLY AND DELIVERY OF PHOTOCOPY PAPERS (12 MONTHS CONTRACT)**

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	QUANTITY
1	Photocopy Papers A4 White 80 g/m <sup>2</sup>	Box	01
	Photocopy Papers A3 White 80 g/m <sup>2</sup>	Box	01
2	Photocopy Papers A4 Green 80 g/m <sup>2</sup> 500 sheets	Ream	01
3	Photocopy Papers A4 Yellow 80 g/m <sup>2</sup> 500 sheets	Ream	01
4	Photocopy Papers A4 Blue 80 g/m <sup>2</sup> 500 sheets	Ream	01
5	Photocopy Papers A4 Pink 80 g/m <sup>2</sup> 500 sheets	Ream	01
6	Photocopy Papers A4 Beige 80 g/m <sup>2</sup> 500 sheets	Ream	01
7	Photocopy Papers A4 Grey 80 g/m <sup>2</sup> 500 sheets	Ream	01

The following conditions shall apply:

#### **SUBMISSION OF DOCUMENTS:**

- Sealed envelope 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 07H30-14H00 on Fridays.
- Closing date for submissions will be 14/02/2018

#### **COMPULSORY MANDATORY DOCUMENTS:**

- Original Valid Tax Clearance Certificate
- CIPC of Company Registration Certificate (issued within 1 year of closing date)

- Originally certified ID copy of director(s),
- Confirmation of physical address of the bidder,
- SBD 4 and SBD 8 forms obtainable on the College website.
- Company profile

**(NB: Non-compliance with the above will result in automatic disqualification).**

**REQUIRED EVALUATION DOCUMENTS FOR FUNCTIONALITY AND PRICE:**

- B-BBEE status level confirmation from an accredited agency, auditors or accountants.

**GENERAL CONDITIONS:**

- **Please note that the prices quoted should remain valid for the rest of the contract period**
- This request for proposal does not serve as a quotation template, therefore an official quotation must be on company letterhead.
- 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 in cancellation of the order with immediate effect.
- There will be no public opening of quotations.
- Quotations will be evaluated on a 80/20 point system. 80 points for price and 20 points for BBEE rating as per relevant Public Preferential Procurement Framework and Broad Based Black Economic Empowerment legislation.

(NB: More information about application and requirements, please refer to SBD 6.1 for compliance and guidance on how to be accredited or to be verified).

For further enquiries, please use the following contact details:

- |                  |                     |                |                        |
|------------------|---------------------|----------------|------------------------|
| • Makgalemele MS | Procurement Officer | (013) 269 0278 | Administrative Queries |
| • Sibande T      | Procurement Officer | (013) 269 0278 | Administrative Queries |

**KEKANA TJ**

**PRINCIPAL**