



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUEST BID NUMBER: KZNCECT 04/2021

**TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER FOR
THE PROVISION OF LEARNER TEACHER SUPPORT MATERIAL.**

Issued and prepared by

Kwa Zulu Natal Community Education and Training

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1. BACKGROUND

- 1.1 The Kwazulu-Natal Community Education & Training (KZN CET) College came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offer programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.
- 1.2 The College is situated in KwaZulu-Natal Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The CET College operates in accordance with the requirements, rules and regulations laid down in the following documents:
- 1.2.1 The Continuing Education and Training Act, Act 16 of 2006; and
 - 1.2.2 National Norms and Standards for Funding Community Education and Training Colleges.

2. PURPOSE AND OBJECTIVE OF THE PROJECT

The purpose of this document is to invite proposal for service providers to provide the Learner Teacher Support Material (LTSM), for the Kwa Zulu Natal Community Education and Training College.

The KwaZulu-Natal (KZN) Community Education and Training (CET) College would like to appoint a competent service provider for the provision of Learner Teacher Support Material (LTSM).

3. SCOPE OF WORK

Learner-teacher support material to be provided and delivered at one central location in Durban (Storage facility).

4. SPECIFICATION

The appointed service provider will provide LTSM for the KwaZulu-Natal CET College that shall be separated in three different packs that is learner pack, lecturer pack and center packs. Each pack shall include and comprise of learning and support material in the following specification:

KWAZULU-NATAL COMMUNITY EDUCATION & TRAINING COLLEGE		
LEARNER PACK	LECTURER PACK	CENTRE PACK
72 Pages x 6	Flip File 30 PAGES X 1	Admission book X 1
Blue Pens x 2	Exam Pads X 2	Logbook X 1
Flip Files 10 Page X 7	Red Ink Pens X 2	Chalk boxes X 10
Two quire X 1	Black Ink Pens X 2	Chalk board duster X 10
Exam Pad X 1	Stapler Box X 1	
	Lever arch File	

Below is the table displaying the quantities of packs and boxes of A4 reams of white paper required.

KWAZULU NATAL CET COLLEGE						
District	Name of the Community Learning Centre	Learner Pack	Lecturer Pack	Centre Pack	5-A4 White Reams of paper (1box A4 white paper)	LOGBOOK
Amajuba	Ilungeloletu CLC	408	100	7	20	7
Amajuba	Endleleni CLC	408		6	20	6
Ilembe	Emlandeleni CLC	408	100	6	20	6
Ilembe	Wotana CLC	408		4	20	4
Harry Gwala	Bhongweni CLC	408	100	4	20	4
Harry Gwala	Ithuba CLC	408		10	20	10
Harry Gwala	Braaimwood CLC	408		5	20	5
Harry Gwala	Lathi-tha CLC	408		5	20	5
eThekwini Metro	Thandiwe CLC	408	34	13	20	13
eThekwini Metro	Ulwazi CLC	408	33	11	20	11
eThekwini Metro	Dokkies CLC	408	100	13	20	13
eThekwini Metro	Phindangene CLC	408		12	20	12
eThekwini Metro	Phathisizwe CLC	408		14	20	14
eThekwini Metro	Lethukukhanya CLC	408	33	10	20	10
Ugu	Meshack Ntshulwana CLC	408	100	10	20	10
Ugu	Siyanatha CLC	408		4	20	4
Ugu	Harding HRD CLC	408		4	20	4
Ugu	Qinisela CLC	408		7	20	7
Umgungundlovu	Manaye CLC	408	100	12	20	12
Umgungundlovu	Zibuke CLC	408		8	20	8
Umgungundlovu	Stoffelton CLC	408		5	20	5
Umkhanyakude	121 Battalion CLC	408	20	1	20	1
Umkhanyakude	Bonela CLC	408	20	10	20	10
Umkhanyakude	Embonisweni CLC	408	20	14	20	14
Umkhanyakude	Jozini CLC	408	20	11	20	11
Umkhanyakude	Zamani CLC	408	20	5	20	5
King Cetshwayo	Bonamuva CLC	408		8	20	8
King Cetshwayo	CB Addison CLC	408		7	20	7
King Cetshwayo	Phumelela	408		6	20	6

District	Name of the Community Learning Centre	Learner Pack	Lecturer Pack	Centre Pack	5-A4 White Reams of paper (1box A4 white paper)	LOG BOOK
King Cetshwayo	Sesikwazi CLC	408	100	7	20	7
Umzinyathi	Funulwazi CLC	408	87	9	20	9
Umzinyathi	Hlakaniphani CLC	408		6	20	6
Uthukela	Bekezela CLC	408	24	4	20	4
Uthukela	Inqabayamangwane CLC	408	22	4	20	4
Uthukela	Thathezakho CLC (Limehill)	408	34	4	20	4
Zululand	Ondini CLC	408	20	4	20	4
Zululand	Usizuzulu CLC	408	20	9	20	9
Zululand	Umendomuhle CLC	408	20	6	20	6
Zululand	Isibani CLC	408	20	5	20	5
Zululand	Sikhanyiselwe CLC	408	20	6	20	6
TOTAL	40 MAIN CENTRES					
	Central Office					104

5. COMPLIANCE REQUIREMENT

Note to the Prospective service provider or Bidders: Compulsory submissions in disqualification (Failure to submit any of the following will result in disqualification)

- All bids submitted should remain valid for the period of 90 days after bid closing date.
- Fully complete and sign the KZN CET College Supplier Database Form
- Submit letter of good standing.
- Valid original tax certificate (including SARS valid pin for confirmation certificate to be included).
- Municipal clearance certificate certifying that no municipal rate and service charges are owed by the bidder and any of its directors to College or any other municipality where the bidder's business operation located, are in arrears for more than 3 months.
- Certified copy of BBBEE certificate issued by Verification Agency by SANAS or Sworn Affidavit in relation to the BBBEE status of the company.

- Copies of ID Documents of all directors or members and all submitted certificate must be certified with certification not older than 3 months.
- Company Registration Form (CIPRO /CIPC)
- The bid will be evaluated according to Preferential Procurement Policy Framework Act. Failure to submit will result in zero points score for BBEE points.
- Company profile with 5 traceable references header where similar service required was rendered.
- Proof of Application registration report (showing supplier number and Unique reference number)
- Fully completed **SBD 1; SBD 2, SBD 3, SBD 4; SBD 6, SBD 8; SBD 9.**
- Bidders received after the published closing date will be not be considered and will not be opened.
- Submit at least 3 years Annual Financial Statements

Failure to supply all required and supplementary information will result in the tender being deemed disqualified and the tender will be not considered for award.

6. EVALUATION CRITERIA

Proposal must be placed in the sealed envelope and clearly marked – “Tender proposal – The Provision of Courier services” and placed in the tender box Kwa Zulu-Natal Community Education and Training College head office at located at first floor, 17 Kosi Place Springfield, Umngeni Business Park no longer than 11: 30 AM of the closing date

Bids will be evaluated on one stage:

Preferential Point System, Price and BBBEE Points.

Phase One of Evaluation – Price and Preferential Point	
BBBEE score	10
Price	90
Total	100

7.COMMUNICATION

For any enquiries regarding this tender, please contact through email SCM@KZN.CETC.edu.za or 031 350 4366 during the office hours.

7:30 am – 16:15 pm

Closing date: 5 March 2021 before 11: 30 am

KWA ZULU –NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE\

17 KOSI PLACE SPRINGFIELD

UMNGENI BUSINESS PARK

DURBAN

4001

