

**REQUEST BID NUMBER: KZNCETC 06/2021**

**TERMS OF REFERENCE FOR THE APPOINTING SERVICE PROVIDER FOR THE PROVISION OF LEARNER TEACHER SUPPORT MATERIAL FOR 3 DISTRICTS.**

Date issued: **18 JUNE 2021**

Closing date and time: **17 JULY 2021 at 11am**

Bid Validity period: **90 days**

**Issued and prepared by**

**Kwa Zulu Natal Community Education and Training**

**17 Kosi Place, Spring field**

**Umngeni Business Park**

**4000**

**Contact Person: [SCM@KZN.CETC.edu.za](mailto:SCM@KZN.CETC.edu.za)**

**Telephone: 031 350 4366**



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## 1. BACKGROUND

- 1.1 The CET 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 Kwa Zulu-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 central location in Durban.

## **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:



## UMKHANYAKUDE DISTRICTS

No of items	Description	Quantity	No of Community Learning Centers	Total Quantity
1	White Board Maker – Pentel Maxflow 4 in a pack	50	4	200
2	Arch Lever Files	100	4	400
3	Flip Files 30 pages	1230	4	4920
4	Two Quire	984	4	3936
5	Exam Pads	1000	4	4000
6	2 Door Steel Cabinet with 4 adjustable shelves	1	4	4
7	Giant Stapler	1	4	4



## KING CETSHWAYO DISTRICT

No of items	Description	Quantity	No of Community Learning Centres	Total Quantity
1	White Board Maker – Pentel Maxflow 4 in a pack	50	5	250
2	Arch Lever Files	100	5	500
3	Flip Files 30 pages	1230	5	6150
4	Two Quire	984	5	4920
5	Exam Pads	1000	5	5000
6	2 Door Steel Cabinet with 4 adjustable shelves	1	5	5
7	Giant Stapler	1	5	5



## ETHEKWINI DISTRICT

No of items	Description	Quantity	No of Community Learning Centres	Total Quantity
1	White Board Maker – Pentel Maxflow 4 in a pack	50	3	150
2	Arch Lever Files	100	3	300
3	Flip Files 30 pages	1230	3	3690
4	Two Quire	984	3	2952
5	Exam Pads	1000	3	3000
6	2 Door Steel Cabinet with 4 adjustable shelves	1	3	3
7	Giant Stapler	1	3	3

## 5. COMPLIANCE REQUIREMENT

***Note to the Prospective service provider or Bidders: Lack of Compulsory submissions will result in disqualification***

All bids submitted should remain valid for the period of 90 days after bid closing date.

- Valid SARS pin number confirmation certificate to be included
- KZN CET College Supplier Database form
- Municipal Account not older than 3 months (or signed lease agreement confirming that business is under leased premises)
- Certified valid copy of BBBEE certificate issued by Verification Agency by SANAS or Valid affidavit status of the company
- Copies of ID Documents 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 BBBEE points.
- Company profile with traceable references ( with company header signed as evidence of company winning similar tenders)
- Proof of Central Supplier Database (CSD) Registration Report





- Fully completed and signed SBD 1; 2;3;4;6.1;6.2;7;8;9 and **General Conditions of Contract 2010 by National Treasury (signed).**
- Bidders received after the published closing date will not be accepted and will not be opened
- KZN CETC College reserves the right to award or not to award this contract.
- KZN CET College reserves the right to accept any bidder other than the lowest cost proposal or highest scoring bidder.
- The general conditions of contract will be applicable to this tender.
- KZN CET College will enter a formal contract with the successful service provider
- Any change of information provided in the tender document that may affect delivery of the project should be brought to KZN CET College attention as soon as possible. Failure to comply may result in the contract being terminated.
- Service providers that have been declared insolvent and wish to do business with KZN CETC College must have been rehabilitated and provide the necessary proof thereof.

***Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will be not considered for award.***

## 9. EVALUATION CRITERIA

Proposal must be placed in the sealed envelope and clearly marked – “Tender proposal – The Provision of Learner Teacher Support Material ” and placed in the tender box Kwa Zulu- Natal Community Education and Training College central office at located at first floor, 17 Kosi Place Springfield, Umngeni Business Park no longer than 17 July 2021 11:30 am on closing date.

Bids will be evaluated on 2 stages:

### Stage 1:

Local production and content

Bids with respect of textiles, clothing, leather, and footwear sector must contain the specific condition:

- Only locally produced or manufactured textile, clothing, leather, and footwear from the local raw material or input with minimum stipulated threshold of 100% as per Department of Trade Industries and National Treasury. Failure to fully complete the SBD 6.2 would result in disqualification from this bid.

## Stage 2:

Preferential Point System, Price and BBBEE Points.

If All received Bid Documents are above R 1 000 000.00 the applicable criteria to be used is 90/10.

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

If All received Bid Documents are less than R 1 000 000.00 the applicable criteria to be used is 80/20.



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### Phase One of Evaluation – Price and Preferential Point

BBBEE score	20
Price	80
Total	100

## 6. COMMUNICATION

For any enquiries regarding this tender, please contact through email [SCM@KZN.CETC.edu.za](mailto:SCM@KZN.CETC.edu.za) or 031 350 4366 during the office hour

7:30 am – 16:15 pm

KWA ZULU –NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE\

17 KOSI PLACE SPRINGFIELD

UMNGENI BUSINESS PARK

DURBAN

4001



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