

## **REQUEST FOR PROPOSAL**

### **TERMS OF REFERENCE FOR THE APPOINTING OF A SERVICE PROVIDER FOR THE PROVISION OF LEARNER TEACHER SUPPORT MATERIAL (STATIONERY)**

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RFP NUMBER: KZNCETC 26/2021

Date issued: 12 November 2021

Closing date and time: 08 December 2021 at 11:00AM

Bid Validity period: 90 days

#### **TENDER BOX ADDRESS:**

Note: All bids must be placed into the tender box at the KWAZULU –NATAL Community Education & Training College's central office at ,17 KOSI PLACE UMNENI BUSINESS PARK SPRINGFIELD DURBAN 4001, by no later than 08 DECEMBER 2021 at 11:00 AM

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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 KwaZulu-Natal Community Education and Training College.

## **3. SCOPE OF WORK**

The appointed service provider will provide learner-teacher support material and deliver to the district affirmed addresses that are provided in the Annexure 1. The appointed service provider will provide the unit price list of stationery items that are indicated on the stationery item list in Annexure 2.

**Price Listing Schedule**

**ANNEXURE 2 STATIONERY ITEMS**

<b><u>STATIONERY LIST</u></b>	<b><u>Unit Prices</u></b>
<b>DETAILS</b>	
72 PAGES EXCERCISE	
30 CM RULER	
LEAD PENCILS	
BLUE PENS	
ERASER	
SHARPNER	
FLIPFILES 10 PAGES	
FLIPFILES 30 PAGES	
LIVER ARCH FILE	
TWO QUIRES	
EXAM PADS	
SCISSORS LARGE	
PAPPER CLIPS MEDIUM AND LARGE	
RUBBER BANDS MEDIUM AND LAGRGE	
NOTICE BOARD PINS BOX	
BOSTICK	
SALLOTAPE LARGE	
PRITT GLUE STICK	
SCIENTIFIC CALCULATOR	
MATHEMATICAL INSTRUMENTS	
PENS (RED)	
PENS (BLACK)	
ALL COLOUR HIGHLIGHTERS	
STAPLERS	
STAPLES	
WHITE BOARD MARKERS	
WHITE BOARD DUSTERS	
FIP CHART STAND	
FLIP CHARTS	
CHALK	
CHALK BOARD DUSTER	
K53 LEARNERS BOOK	

ADMISSION BOOK	
TIME BOOK	
LOGBOOK	
LEAVE BOOK	
STOCK REGISTER	
BOX - 5REAMS WHITE PAPER (A4)	
MODERATION INK PENS	
• Pink	
• Purple	
• Green	
• Brown	
• Red	

#### 4. DURATION

ONCE OFF DELIVERY

#### 5. 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 CET COLLEGE				
LEARNER PACK SUBLEVELS	LEANERER PACK L4	LECTURER PACK	CENTRE PACK	MODERATION INK PENS PACK
72 Pages*2	72 Page6*6	Flipfile 30 Pages*1	Leave Book*1	Pink Colour* 100
Two Quire *1	Blue ink Pens*2	Exam Pads*2	Rubber bands medium*1pk	Purple Colour*100
Flip Files 10 Page*3	Flipfiles 10 Page*7	Red Ink Pens*2	Chalk Board Duster*10	Green Colour*100
Blue Ink Pens*2	Two Quire*1	Black Ink Pens*2	Chalk Boxes White*15	Brown Colour*100
Led Pencils*2	Exam Pad*1	Stappler*1	Stock Register*1	Red Colour*100
30cm Ruler*1	Led pencils*2	Lever Arch File*1	All Colour Markers*10pk	
	30cm Ruler*1	Paper clips 36mmpk*1	All Colour highlighters*5pk	
		30cm Ruler*1	Liver Arch File*10	
			Bostick paper stick*1	
			Pritt Glue Stick*1	
<b>TOTAL:1750</b>	<b>TOTAL: 12915</b>	<b>TOTAL: 2000</b>	<b>TOTAL: 296</b>	<b>TOTAL: 12</b>

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

DISTRICT	Name of the Community Learning Centre	Learner Pack (Sublevels)	Learner Pack (L4)	Lecturer Pack	Centre Pack	A4 White Reams of paper (1box A4)	Flip chart stand	Flip charts	K53 Learners	White board markers	White board dusters	Moderation Ink Pens Pack
Amajuba	Ilungeloletu	40	400	50	7	10	10	30	130			1
Amajuba	Endleleni	40	300	50	6	10	10	30				
Ilembe	Emlandeleni	40	300	50	6	10	20	30	80			1
Ilembe	Wotana	40	300	50	4	10	20	30				
Harry Gwala	Bhongweni	40	300	50	4	10	10	30		20	5	1
Harry Gwala	Ithuba	40	300	50	10	10	10	30				
Harry Gwala	Braaimwood	40	300	50	5	10		30				
Harry Gwala	Lathi-tha	40	300	50	5	10		30	20			
eThekweni Metro	Thandiwe	70	400	50	13	10	20	30	150	20	5	1
eThekweni Metro	Ulawazi	70	400	50	11	10	20	30				
eThekweni Metro	Dokkies	70	400	50	13	10	10	30	50	20	5	1
eThekweni Metro	Phindangene	100	400	50	12	10	10	30	80			
eThekweni Metro	Phathisizwe	70	400	50	14	10	10	30				
eThekweni Metro	Lethukukhanya	70	400	50	10	10	20	30				
Ugu	Meshack Ntshulwana	60	300	50	10	10	20	30				
Ugu	Siyanatha	60	300	50	4	10	20	30				1
Ugu	Harding HRD		300	50	4	10	20	30				
Ugu	Qininsela	60	300	50	7	10	20	30				
Umgungundlovu	Manaye	30	100	50	12	10	20	30				1
Umgungundlovu	Zibuke	30	215	50	8	10	20	30				
Umgungundlovu	Stoffelton	30	100	50	5	10	20	30				
Umkhanyakude	121 Batalion	30	100	50	1	10	10	30				1
Umkhanyakude	Bonela	50	400	50	10	10	10	20	30			
Umkhanyakude	Embonisweni	50	400	50	14	10	10	20	30			
Umkhanyakude	Jozini	50	400	50	11	10	10	20	30			
Umkhanyakude	Zamani	50	400	50	5	10	10	20	30			
King Cetshwayo	Bonamuva	40	300	50	8	10	10	20				
King Cetshwayo	CB Addison	40	300	50	7	10	10	20				
King Cetshwayo	Phumelela	40	300	50	6	10	10	20			10	
King Cetshwayo	Sesikwazi	40	300	50	7	10				50	10	1
Umzinyathi	Funulwazi	20	300	50	9	10	10	30	72			1
Umzinyathi	Hlakaniphani	20	300	50	6	10	10	30	70			
Uthukela	Bekezela	20	300	50	4	10	10	30	10			
Uthukela	Inqabayamangwane	20	300	50	4	10	12	100	10	10	4	1
Uthukela	Thathezakho	20	300	50	4	10	5	50				
Zululand	Ondini	40	400	50	4	10	10	30				
Zululand	UsizuZulu	60	400	50	9	10	10	100	40	30	10	1
Zululand	Umendomuhle	40	400	50	6	10	10	20				
Zululand	Isibani	40	400	50	5	10	10	20				
Zululand	Sikhanyiselwe	40	400	50	6	10	10	20				
<b>TOTAL</b>	<b>40 MAIN CENTRES</b>	<b>1750</b>	<b>12915</b>	<b>2000</b>	<b>296</b>	<b>400</b>	<b>487</b>	<b>1230</b>	<b>832</b>	<b>150</b>	<b>49</b>	<b>12</b>

## 6. 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/CO-OPERATIVE/ NPO)
- 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 3 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 7; SBD 8; SBD 9.**
- Bidders received after the published closing date will not be considered and will not be opened.

***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.***

## **9. 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 9 September 2021 before 11: 00 am.

Bids will be evaluated on one stage:

Preferential Point System, Price and BBBEE Points.

<b>Phase One of Evaluation – Price and Preferential Point</b>	
BBBEE score	10
Price	90
Total	100



## 7. 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 hours.

7:30 am – 16:15 pm.

KWA ZULU –NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE\

17 KOSI PLACE SPRINGFIELD

UMNGENI BUSINESS PARK

DURBAN

4001

### **Specification questions**

Contact: Mrs. N Mncube

Contact number: 031 350 4364

Email address: [mncube.n@dhet.gov.za](mailto:mncube.n@dhet.gov.za)

Tender documents questions

Contact: Mrs. N Kumalo

Contact number: 031 350 4363

Email address: [Nkumalo@kzn.cetc.edu.za](mailto:Nkumalo@kzn.cetc.edu.za)

[SCM@kzn.cetc.edu.za](mailto:SCM@kzn.cetc.edu.za)

## **ANNEXURE 1- DELIVERY ADDRESSES**

Contact Details and Points of Delivery
<b>AMAJUBA DISTRICT</b> C935 Ematshekesheni Osizweni Zithuthukise Primary. Mrs LPF Mbatha 0840378071
<b>ILEMBE DISTRICT</b> Ilembe District Dept of Education Office 142 AET corner Link Rd and Ascot building KwaDukuza Opposite Fire Emergency. Miss S Mkhize 0732390531
<b>HARRY GWALA DISTRICT</b> 1 Nkululeko Road Bhongweni Kokstad, Kokstad Skills Centre. Mrs Dlomo 0731921113
<b>UGU DISTRICT</b> Lot 2538, Ray Nkonyeni Rd, Gamalakhe Circuit Office. Mrs Nzimande 0839757853
<b>UMGUNGUNDLOVU DISTRICT</b> 114 Pietermaritz Street, Pietermaritzburg, 3201 uMgungundlovu. Miss Campbell 0824014602
<b>UMKHANYAKUDE DISTRICT</b> uMkhanyakude Education District corner of Themba lethu and Klebe Str, Block A Room 38. Mr Ndlazi 0715991010
<b>KING CETSHWAYO DISTRICT</b> <b>UMFOLOZI TVET ESIKHAWINI CAMPUS</b> Mrs Mkhize 0825024015
<b>UMZINYATHI DISTRICT</b> 92A Mzuvele Street, Sithembele Location, Glencoe. Mrs Sithebe 0724233345
<b>UTHUKELA DISTRICT</b> Kings and Queens Esigodlweni Area Estcourt Weenen Road. Mrs Molefe 0731824760
<b>ZULULAND DISTRICT</b> Hlabangani Street, Bhokuzulu Location, Vryheid USizuZulu Centre.

**Mr Ndlovu 0735705383**