BID

Bid Notice: NWCETC 005/2026

CONTRACT FOR SUPPLY AND DELIVERY OF STATIONERY (CENTRE MANAGERS, LECTURERS AND LEARNER PACKS) FOR NW CET COLLEGE

Closing date: 03 November 2026
Time: 11H00 A.M

Purpose of the assignment
The purpose of the assignment is to appoint a Service Provider for the supply and delivery of stationery packs for lecturers, centre managers and learner packs.

Background
North West Community Education& Training College intends to have a service provider who will supply and deliver of stationery packs for lecturers, centre managers and learner packs.

Invitation to tender
The purpose of this invitation to tender is to invite potential service providers to submit bids that will allow the College to evaluate quotations for the supply and delivery of stationery packs for lecturers, centre managers and learner packs.

Based on the quality of the bids submitted, the College intends to select preferred service provider(s) with a view of concluding a Service Level Agreement (SLA) where applicable with such successful bidder. The bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA) No 5 of 2000 and Preferential Procurement Regulations (PPR) of 2011, using 80/20 preference point system.

A valid bid will constitute of the following documents:

a) A properly completed tender offer and declarations form with the original signature/s of the appropriately delegated employee/s or owner of the bidding company;
b) A bid submission explaining the full scope of the work tendered for in line with the Terms of reference;
c) Prices must be all inclusive (including **VAT** for registered vendors only) and the proposed price must be signed with the original signature/s of the appropriately delegated employee/s or owner of the bidding company;
d) A tax clearance certificate that will remain valid on the closing date of the tender; and
e) Any documents that serve as supporting documents to the above (properly referenced to the information it supports).

Required documents which the bidders need to be familiar with and use to prepare their submissions:

Documents to be completed & submitted:	Completed & submitted (Yes/No)
Annexure A: SBD 1 – Invitation to bid	
Annexure B: SBD 3.3 – Pricing Schedule	
Annexure C: SBD 4 – Declaration of Interest	
Annexure D: SBD6.1 – Specific Goals	
Annexure F: SBD 8 - Declaration of Bidder's past supply chain management practices	
Annexure G: SBD 9 – Certificate of Independent Bid Determination	
Tax Compliance Certificate	
Company registration documents, (CIPC)	
Certified ID Copies of Directors/Shareholders	
Joint venture agreement and Power of attorney in case of joint ventures.	
Company profile	
Letter of good standing from the bank account	

B-BBEE certificate	

1. Special Conditions of Tender

1.1. Closing time and date

1.1.1 The closing time for the receipt of bids in response to this invitation to bidis detailed on the cover page of this invitation to bid.

1.1.2 All bids must be submitted in a sealed envelope bearing the bid number and bid description.

1.1.3 All bids must be received before the closing time and date stipulated above and must be deposited in the bid box at the address indicated in this document.

1.2 Submission of tenders

1.2.1 Proposals must be submitted in a sealed envelope; if a tender submission is not in an appropriately sealed envelope or package, it may invalidate the tender and lead to disqualification from the tender process.

1.2.2 All bids must be posted or hand delivered at the following address:

Physical Address:
45 Van Velden Street
Brits,
0250

1.2.3 **COMPULSORY BRIEFING SESSION**
VENUE: NW CET COLLEGE BOARDROOM (45 VAN VELDEN STREET BRITS)
DATE: 20 October 2026 AND TIME: (10H00 am)

1.3 ENQUIRIES

No claim shall exist by any supplier/service provider, the Accounting Officer or the Tender Committee for any reason arising out of the tender including but not limited to, the decision taken by North West CET College in respect of its choice of supplier, the process followed.

Should any bidder have any enquiries relating to this invitation to bid, such inquiries may only be addressed to the person/s mentioned below:

General Enquiry and technical terms of Reference:
MR CW SETATI
Email: WSetati@NW.CETC.edu.za
Telephone Number: 012 110 4470
Closing date for enquiries:

1.4 Partial Submissions

Partial submissions will not be accepted as valid bids.

1.5 Payment Conditions (Advances)

1.5.1 Payments will only be made within thirty (30) days after the service has been successfully rendered and certified by the Deputy Principal Finance, Principal or his/her delegated Official and on the provision of a valid tax invoice by the supplier 30 (thirty) days after the date of delivery of goods/services.

1.5.2 No advance for/of payment will be allowed.

1.6 Contract period

1.6.1 The contract period will be from the date of appointment letter or Service Level Agreement.

1.7 Cancellation of Tender

1.7.1 The North West CET College retains its right to cancel any bid without notice or specifying reasons;

1.7.2 A bid may be cancelled and re-advertised should the committee direct so, due to inadequate responses or due to a major change in TOR or procurement procedure.

1.8 Status of Special Conditions of Tender and Tender Terms of Reference

1.8.1 If any of these special conditions or tender Terms of reference (TOR) in this invitation to bid document are in conflict with the “General Terms and Conditions of Tenders invited by the North West CETC College then these special conditions, and/or tender TOR, shall apply.

1.9 Validity

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **90 (ninety)** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

EVALUATION CRITERIA

NORTH WEST CET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

The following evaluation criteria will be utilized to determine a suitable service provider.
All bid proposals will be evaluated in terms of Preferential Procurement Policy Framework.

There will be a three-stage evaluation process comprising of:

Stage 1) Prequalification evaluation, **Stage 2**) Risk assessment and **Stage 3**) 80/20 Preference Point Scoring System where 80 out of 100 allocated for price and 20 out of 100 will be for Specific goals.

The purpose of this prequalification evaluation is to determine which bid responses are compliant and noncompliant with the TOR issued. The following criteria shall apply:

Stage 1: **Prequalification**

- Bidding documents must be fully completed and signed; and
- Valid Tax Compliance Certificate.
- SBD 1, 3.3,4,8 & 9 fully completed and signed
- Company registration documents (CIPC)
- Certified ID Copies of Directors/ Shareholders
- Joint venture agreement and Power of attorney in case of joint ventures.
- Company profile
- Letter of good standing from the bank account

Stage 2: Risk Assessment:

The risk assessment is to identify the capabilities, performance and functionality of bidders in order to obtain the best quality services.

In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the NWCET College will adhere to its policy on the appointment of services provider. Functionality Proposals will be evaluated in terms of the following criteria:

- Experience on similar projects.
- Capacity of the Company (Team members)
- Resources of the Company
- Financial capacity of the Company

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than **60 points** on functionality will not be further evaluated beyond functionality.

CRITERIA FOR EVALUATING FUNCTIONALITY	WEIGHT
Past Experience: This refers to the experience of the tenderer to undertake the scope of work involved in this tender. The tenderer is required to provide details of previously undertaken work related to the services required (A brief description of the scope and scale of current and past projects undertaken, including traceable references and testimonial letters) **Track record** **(Attach at least five letters – Eight (8) points per testimonial letter)** **5 Letters + 40** **4 Letters 32** **3 Letters 24** **2 Letters 16** **1 Letter 8**	**40**

Capacity of Company (Team members) This refers to the competency of the bidder's team members to undertake the scope of work involved in the tender. **Qualifications Five of team members (Provide proof of qualification)** • Office Administration Qualification Diploma or Equivalent • 5 Team member 10 • 4 Team member 08 • 3 Team member 06 • 2 Team Member 04 • 1 Team member 02 **Experience of team members (Provide Comprehensive CV's)** • 5 years+ 05 • 4 years 04 • 3 years 03 • 2 years 02 • 1 Year 01 • 0 Year 00	**15**
Attractiveness of methodology: This refers to the bidder's capacity to respond to request and ability to provide the College with excellent service (a detailed proposal on methodology with designs and processes must be submitted)	**15**
Financial Capacity of the Company • Audited Financial Statements (Recent) 10 • Bank credit rating letter (not older than three months) 10	**20**
Manufacturer/supplier • In the event of the bidder not being the actual manufacturer and will be sourcing the products from another company, a signed letter from that company or supplier confirming supply arrangements including lead time.	**10**
TOTAL	**100**

Bids that fail to score a minimum of 60 points out of a possible 100 points for functionality will not be eligible for further consideration.

Stage 3

80/20 Preference point system

- Price 80
- Specific goals 20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, NW CET College will adhere to its policy on the appointment of service providers.

Preference point system

Table 7

SPECIFIC GOALS	NUMBER OF POINTS TO BE ALLOCATED 90/10
Women	5
People with disability	5
Youth (35 and below)	5
Location of enterprise (Province)	2
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3
Total points for SPECIFIC GOALS	20

2. **Specification / Terms of reference: Please refer to the specifications attached separately**

NB: The quantities indicated in the specification attached are for quoting purposes only; North West CET College reserves the right to amend the quantity according to its needs.