



higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY**  
**TVET COLLEGE**

## **REQUEST FOR QUOTATION: FACILITATE, MANAGE & IMPLEMENT SRC ELECTIONS**

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to [quotations@bccollege.co.za](mailto:quotations@bccollege.co.za).

**TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT.**

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Declaration forms (SBD 4, 8 and 9)
- Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
- Valid Tax Clearance Certificate
- CSD report
- Company Registration
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification
- All quotations submitted via email addresses other than the one listed above will not be considered.

**Closing Date: 20 February 2023 at 12:00 Pm. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED**

Enquiries: Ms Weziwe Gwabavu / Zimkhitha Jikwana

043 704 9241

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Enquiries : Mr S Dlova 043 7049 252

01 February 2023

**TERMS OF REFERENCE**

Buffalo City TVET College is calling for quotations from suitably experienced service providers to facilitate manage and implement the SRC elections and provide SRC leadership training in the College in 2023. The elections date will be determined once this process is finalised. Activities will include, but not limited to the following:

Before	<ul style="list-style-type: none"> <li>• MoA (Between college and IEB)</li> <li>• Conduct stakeholder meeting</li> <li>• Formulate election management team</li> <li>• Formulation of Dispute Resolution Committee (SRC REP INCLUDED)</li> <li>• Appointment of Chief Electoral Officer</li> <li>• Opening and closing of nominations</li> <li>• Recruitment and Training of staff</li> <li>• Verification of candidates, objections and confirmation of candidates</li> <li>• Facilitate the process of the signing of the code of conduct</li> <li>• Inspection, verification, publication of voters' roll</li> <li>• Voter Education</li> <li>• Issuing of accreditation to the candidates</li> <li>• Develop ballot papers</li> <li>• Overseeing the signing of the ballot paper specimen</li> </ul>
During	<ul style="list-style-type: none"> <li>• Printing of ballot papers (+- 4000)</li> <li>• Securing of ballot papers</li> <li>• Disbursement of ballot papers to 3 voting sites</li> <li>• Monitoring the election process</li> <li>• Sorting and counting of ballot papers</li> <li>• Announcement of election results</li> </ul>
After	<ul style="list-style-type: none"> <li>• Debriefing on the process</li> <li>• Formal and Written report of the election process</li> <li>• Disband committees</li> <li>• Conduct Leadership training/Capacity Building for 12 SRC members</li> </ul>

**ADMIN CENTRE**

Corner Lukin & King Streets  
Private Bag 9016  
East London, 5200  
Tel: (043) 722 5453  
Fax: (043) 704 9274  
Email: ceo@bccollege.co.za

**COLLEGE CAMPUSES**

**EAST LONDON**

Lukin Road, East London  
Private Bag 9016  
East London, 5200  
Tel: (043) 722 5453  
Fax: (043) 743 0116  
Email: elcadmin@bccollege.co.za

**JOHN KNOX BOKWE**

Mfana Street, Nu1, Mdantsane  
Private Bag X24  
Mdantsane, 5219  
Tel: (043) 761 1792  
Fax: (043) 761 4803  
Email: jkbadmin@bccollege.co.za

**ST MARKS**

St Marks Road, East London  
Private Bag 9016  
East London 5200  
Tel: (043) 743 6554  
Fax: (043) 743 9650  
Email: stmadmin@bccollege.co.za

**BUSINESS SKILLS CENTRE**

Lukin Road, East London, 5200  
Tel: (043) 743 2910  
Fax: (043) 743 6772  
Email: bskills@bccollege.co.za

**Phase 1**

**FUNCTIONALITY**

Experience in running SRC Elections and conducting leadership training (provide a list of institutions with contactable reference of client) - 100 points. Only bidders scoring a minimum of 70 % functionality will be considered for further evaluation.

**EXPERIENCE**

0 = Less than 1 year  
50% = 1 – 2 years  
70% = 2 – 3 years  
100% = more than 4 years

**Phase 2**

Companies will be awarded on the basis of the following point count:

- 80 points for price
- 20 points (B-BBEE status level contributor – an original or certified copy of a valid B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE as per the revised PPPFA Regulations of 2011
- 100 total points.

Kind Regards

M S Dlova  
Acting AD: SSS

Z Ntengile  
SR Registrar

Z Jikwana  
Acting AD: SCM

10/02/2023