



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: VETTING SERVICES

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

Kindly submit the following COMPULSORY documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Declaration forms (SBD 4, 8 and 9)
- Certified BEE certificate (0 points will be awarded for BEE certificates that are not certified)
- Valid Tax Clearance Certificate
- CSD report
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification

Closing Date: 14 November 2022 at 13h00 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



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY TVET COLLEGE

Enquiries:

Mrs N Miza (043) 7049275 /0825697598)

nmiza@bccollege.co.za

Date:

02 November 2022

Expected Delivery Date:

07 November 2022

RE: QUOTATION REQUEST

Kindly provide us with the vetting services for both criminal check and qualifications check for two(2) candidates.

ADMIN CENTRE

Cnr Lukin Road & King Street
Private Bag 9016
East London, 5200
Tel: (043) 704 9352
Fax: (043) 743 4254
Email: ceo@bccollege.co.za

COLLEGE CAMPUSES

SCHOOL OF BUSINESS:

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

SCHOOL OF ENGINEERING JOHN KNOX BOKWE CAMPUS

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

SCHOOL OF OCCUPATIONAL TRAINING

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

KING STREET SITE

17 King Street
East London
Tel: (043) 7224949
Fax: (043) 742 3351
Email:
mpuffet@bccollege.co.za

No	Item	Item Description	Quantity
1.	Vetting: Criminal Check Qualification Check	• CHIEF PERSONNEL OFFICER 7 CV'S	2 Candidates
2.	Vetting: Criminal Check Qualification Check	• LECTURER: OFFICE ADMINISTRATION 7 CV'S	2 Candidates
3.	Vetting: Criminal Check Qualification Check	• HEAD OF DEPARTMENT: ACADEMIC SUPPORT 10 CV'S	2 Candidates
4.	Vetting: Criminal Check Qualification Check	• HEAD OF DEPARTMENT: ACADEMIC SUPPORT 14 CV'S	2 Candidates
5.	Vetting: Criminal Check Qualification Check	• SENIOR RISK MANAGEMENT OFFICER 6 CV'S	2 Candidates
6.	Vetting: Criminal Check Qualification Check	• CAMPUS ADMINISTRATOR 24 CV'S	2 Candidates
7.	Vetting: Criminal Check Qualification Check	• CAMPUS ADMINISTRATOR 27 CV'S	2 Candidates
8.	Vetting: Criminal Check Qualification Check	• LECTURER ELECTRICAL ENGINEERING 2 CV'S	2 Candidates



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9.	Vetting: Criminal Check Qualification Check	• LECTURER MECHANICAL ENGINEERING 2 CV'S	4 Candidates
10.	Vetting: Criminal Check Qualification Check	• LECTURER LIFE ORIENTATION 13 CV'S	4 Candidates
11.	Vetting: Criminal Check Qualification Check	• HEAD OF PROGRAMME: FINANCE, ECONOMICS AND ACCOUNTING 5 CV'S	2 Candidates
12.	Vetting: Criminal Check Qualification Check	• LECTURER MANAGEMENT ASSISTANT 7 CV'S	2 Candidates
13.	Vetting: Criminal Check Qualification Check	• SENIOR EXAMINATION OFFICER 8 CV'S	2 Candidates
14.	Vetting: Criminal Check Qualification Check	• DATA CAPTURER 52 CV'S	6 Candidates
15.	Vetting: Criminal Check Qualification Check	• LECTURER: EDUCARE 5 CV'S	2 Candidates
16.	Vetting: Criminal Check Qualification Check	• LECTURER: EDUCATION AND DEVELOPMENT 11 CV'S	2 Candidates
17.	Vetting: Criminal Check Qualification Check	• PERSONAL ASSISTANT: OFFICE OF THE PRINCIPAL 11 CV'S	2 Candidates
18.	Vetting: Criminal Check Qualification Check	• FINANCIAL AID OFFICER 10 CV'S	2 Candidates
19.	Vetting: Criminal Check Qualification Check	• LECTURER: ENGLISH 13 CV'S	6 Candidates



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20.	Vetting: Criminal Check Qualification Check	• LECTURER: FITTING AND TURNING 2 CV'S	2 Candidates
21.	Vetting: Criminal Check Qualification Check	• LECTURER: TOURISM 3 CV'S	2 Candidates
22.	Vetting: Criminal Check Qualification Check	• HEAD OF PROGRAMME ; MECHATRONICS 1 CV	2 Candidates
23.	Vetting: Criminal Check Qualification Check	• HEAD OF PROGRAMME: SAFETY IN SOCIETY 3 CV'S	2 Candidates
24.	Vetting: Criminal Check Qualification Check	• HEAD OF PROGRAMME:ENGINEER ING & RELATED DESIGN 4 CV'S	2 Candidates
25.	Vetting: Criminal Check Qualification Check	• HEAD OF PROGRAMME: HUMAN RESOURCE MANAGEMENT 3 CV'S	2 Candidates
26.	Vetting: Criminal Check Qualification Check	• LECTURER ENGLISH 10 CV'S	4 Candidates
27.	Vetting: Criminal Check Qualification Check	• LECTURER: LIFE SKILLS & COMPUTER LITERACY 12 CV'S	4 Candidates
28.	Vetting: Criminal Check Qualification Check	• LECTURER: PUBLIC MANAGEMENT 12 CV'S	2 Candidates
29.	Vetting: Criminal Check Qualification Check	• HEAD OF PROGRAMME: PUBLIC MANAGEMENT 6 CV'S	2 Candidates
30.	Vetting: Criminal Check Qualification Check	• LECTURER: SAFETY IN SOCIETY 6 CV'S	2 Candidates
31.	Vetting: Criminal Check Qualification Check	• LECTURER: ELECTRICAL INFRASTRUCTURE 3 CV'S	6 Candidates
32.	Vetting: Criminal Check Qualification Check	• LECTURER: MECHANICAL ENGINEERING 2 CV'S	4 Candidates
33.	Vetting: Criminal Check Qualification Check	• LECTURER: CIVIL AND BUILDING CONSTRUCTION 1 CV	2 Candidates
34.	Vetting: Criminal Check Qualification Check	• LECTURER: CIVIL AND BUILDING CONSTRUCTION 0 CV'S	2 Candidates
35.	Vetting: Criminal Check Qualification Check	• LECTURER: FINANCIAL MANAGEMENT 4 CV'S	2 Candidates

Relevant Vocational Education for a Changing World



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36.	Vetting: Criminal Check Qualification Check	• RECEPTIONIST 32 CV'S	4 Candidates
37.	Vetting: Criminal Check Qualification Check	• HANDYMAN 6 CV'S	4 Candidates
38.	Vetting: Criminal Check Qualification Check	• FINANCIAL AID OFFICER 13 CV'S	4 Candidates
39.	Vetting: Criminal Check Qualification Check	• LECTURER: MECHATRONICS 1CV	2 Candidates
40.	Vetting: Criminal Check Qualification Check	• LECTURER: MATHEMATICS 2 CV'S	2 Candidates
41.	Vetting: Criminal Check Qualification Check	• HANDYMAN 15 CV'S	4 Candidates
42.	Vetting: Criminal Check Qualification Check	• RECEPTIONIST 38 CV'S	4 Candidates
43.	Vetting: Criminal Check Qualification Check	• SUPERVISOR: CLEANING SERVICES 16 CV'S	2 Candidates
44.	Vetting: Criminal Check Qualification Check	• LECTURER:HUMAN RESOURCE MANAGEMENT 10 CV'S	2 Candidates
45.	Vetting: Criminal Check Qualification Check	• SWITCHBOARD OPERATOR 44 CV'S	2 Candidates
46.	Vetting: Criminal Check Qualification Check	• DRIVER/MESSENGER 7 CV'S	2 Candidates
47.	Vetting: Criminal Check Qualification Check	• LECTURER: OFFICE ADMIN 6 CV'S	2 Candidates

- Quotations must be dated, signed and stamped.
- Quotations must be accompanied by the following documents:
 - Signed quotation with banking details,
 - Certified BBBEE Certificate,
 - SBD forms,
 - Valid Tax Clearance Certificate and
- Quotations must have validation date.
- CSD Forms
- Bank Confirmation Letter.

Signed by: 
Skills Development Facilitator: L. Jongliza

Signed by: 
AD: Human Resources Administration: N Miza

Signed by: 
DP: Corporate Services: Z Chola

Signed by: 
BCM: Manager: B Timothy