



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: FACILITATE SRC ELECTIONS

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



Enquiries : Mr S Dlova 043 7049 252
03 November 2022

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

ADMIN CENTRE

Corner Lukin & King Streets
Private Bag 8018
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 9018
East London, 5200
Tel: (043) 722 5453
Fax: (043) 743 0118
Email: elcadmin@bccollege.co.za

JOHN KNOX BOKWE

Mfeka 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 9018
East London, 5200
Tel: (043) 743 8554
Fax: (043) 743 9850
Email: stmadmin@bccollege.co.za

BUSINESS SKILLS CENTRE

Lukin Road, East London, 5200
Tel: (043) 743 2910
Fax: (043) 743 8772
Email: bskills@bccollege.co.za

Suitable qualified candidates must submit the following documents:

- Signed quotation
- Certified BEE Certificate
- Declaration Form (SBD 4, 8 and 9)
- Original Tax Clearance certificate

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.

Quotation must be forwarded in sealed envelope to the Procurement Department at the Admin Centre, within 7 days on receipt of the specification at 15:00.

Kind Regards

M.S. Dlova
Acting AD: SSS

L. Nombewu
Acting DP: Registrar

B. Timothy
SCM: Manager