



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: TRAINING (3 X STAFF MEMBERS)

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to 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 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: 22 November 2022 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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**BUFFALO CITY
TVET COLLEGE**

Enquiries:

Mr. A. Masebe (043-704 9201/2353)

(066 1700 299)

amasebe@bccollege.co.za

Date:

11 November 2022

Expected Delivery Date:

14 November – 18 November 2022

RE: QUOTATION REQUEST

Kindly provide us with a quotation for 3 staff members that are interested in attending the trainings noted below with your institution.

No	Item	Item Description	Quantity
	Training for 3 Staff members	<ul style="list-style-type: none"> • Ambitious Secretaries & Personal Assistant in Government sector. • Governance training • Report & Writing (Minutes taking) • Office Admin • Emotional Intelligence & Conflict solving • Duration: 6 days • Training unit standard 119676 • NQF Level 4 • Credits 4 • Venue (Suppliers workplace) • Service Provider supply training material • Issue of certificate 	3

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: elcadmin@bccollege.co.za

SCHOOL OF ENGINEERING

JOHN KNOX BOKWE CAMPUS
Mfana Street, Nu1, Mdantsane
Private Bag X:24
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





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- Quotations must be dated, signed and stamped
- Quotations must be accompanied by the following documents
 - Signed quotation with banking details
 - Certificate BBBEE Certificate
 - SBD Forms
 - Valid tax clearance certificate
- Quotations must have validation date
- CSD Forms
- Bank confirmation letter
- Course Outline of the training must be included

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Signed by: 
Council Secretary: A. Masebe

Signed by: 
SCM: Manager: B Timothy

Signed by: 
(Acting) Principal: VK. Hewana
14/11/22