



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: DIGITALIZATION

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)
- Latest declaration forms (SBD 4, 8 and 9), see attached on college website
- Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
- Valid Tax Clearance Certificate
- Updated CSD full 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 25 May 2023 at 12:00 Pm. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

Enquiries: Ms Thembakazi Mati

043 704 9280 / 043 704 9241



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**BUFFALO CITY
TVET COLLEGE**

**RE: REQUEST QUOTATION FOR MODERATION OF 10 DAYS SKILLS PROGRAMMES
TO MODERATE SKILLS PROGRAMME: DIGITALIZATION**

SAQA ID: 61450/ 49077

Requirement:

- To moderate 25% of the POEs which is only 4 POEs as the Learner POEs are 15 total.
- Moderator to have Higher Certificate or Diploma in IT /ICDL or equivalent qualification
- Valid registration letter as a moderator with MICT SETA
- Subject matter expert in the IT Field or Digitalization
- 3 years of experience in doing Moderation
- Submit Scope of work or previous work experience / CV in this area with referrals as well

Competencies of Assessor

- Moderate 4 learner Portfolios
- To close gaps that might have been left during assessment
- Confirm if the assessment done has met the principles of assessment and all criteria met.
- Check learner POEs if all Specific Outcomes of the Qualification have been met
- Ensure that summative assessment is done and marked by the Assessor
- Make the ruling of the competency or non-competency of the Learners.
- Submit moderation report to the coordinator so that external verification can be applied for

O. Jwente
Procurement clerk

04/07/2023
Date

S. Dingé
Programme Enrichment Officer

04/04/2023
Date

Z. Jikwana
Acting Assistant director: SCM

25/04/2023
Date