



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



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

**REQUEST FOR QUOTATION: Emotional Intelligence short course (35) at St Marks Campus**

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to [weziwe@bccollege.co.za](mailto:weziwe@bccollege.co.za); cc: [zimkhitha@bccollege.co.za](mailto:zimkhitha@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)
- Tax Clearance Certificate
- CSD report
- Bank Confirmation Letter (not older than 3 months)

**Closing Date: 08 November 2021 at 11h00am. 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:

Miss L. Jongidiza (043-704 9207/0833691965)

ljongidiza@bccollege.co.za

Date:

07 October 2021

Expected Delivery Date:

To be confirmed.

## RE: QUOTATION REQUEST

Kindly provide us with the quotation for 35 lecturing staff members from St Marks campus that are interested to attend an Emotional Intelligence short course at your institution.

### 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: olcadmin@bccollege.co.za

#### SCHOOL OF ENGINEERING

**JOHN KNOX BOKWE CAMPUS**  
Mfiza Street, Nu1, 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) 7224848  
Fax: (043) 742 3351  
Email:  
mpuffet@bccollege.co.za

No	Item	Item Description	Quantity
	Training for 35 Staff members	<ul style="list-style-type: none"> <li>Emotional Intelligence short course</li> <li>Duration: 2 Days</li> <li>Training Unit Standard 252031.</li> <li>NQF Level 5</li> <li>04 Credits.</li> <li>In-house training</li> </ul>	36

- 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. Jongidiza

Signed by:   
DP: Corporate Services: Z. Chole

Signed by:   
AD: SCM