



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



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

## **REQUEST FOR QUOTATION: COUNSELLING SERVICES**

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: 07 December 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:

(043-704 9262)

Date:

04.11.2021

**RE: QUOTATION REQUEST**

Requesting Quotation for: **Counselling services**

No	Item	Description	Quantity
1.	Counselling services	<ul style="list-style-type: none"> <li>• Practical counselling</li> <li>• Depression and suicide</li> <li>• Self-care</li> <li>• HIV/AIDS</li> <li>• Trauma debriefing</li> <li>• Gender based violence</li> <li>• Alcohol and drug abuse</li> <li>• Communicating feelings.</li> <li>• Personal values and prejudices.</li> <li>• Relationship building.</li> <li>• Bereavement, loss and rejection.</li> <li>• Conflict and anger management.</li> <li>• Attentive listening</li> <li>• Goal setting.</li> <li>• Support system.</li> <li>• Trust building.</li> <li>• Relaxation technique</li> <li>• Offer 24 hour WhatsApp (call, texting, and voice note) counselling,</li> <li>• Offer telephonic counselling,</li> <li>• Offer face-to-face counselling.</li> <li>• Be able to offer counseling to the college staff with their families (when the need arise).</li> </ul>	Referred staff members

**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: eicadmin@bccollege.co.za

**SCHOOL OF ENGINEERING  
JOHN KNOX BOKWE CAMPUS**

Mfoma Street, Nul1, 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

Quotations must be dated, signed and stamped.

Quotations must be accompanied by the following documents:

SBD 4,

SBD 8,

SBD 9,

BEE or Sworn affidavit certificate and

**Relevant Vocational Education for a Changing World**



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TVET COLLEGE**

**TAX Clearance**

Quotations must have validation date.

Quotation must have bank details

Quotations should be submitted and addressed to the following details:

**ADDRESS:**

Buffalo City TVET College  
Cnr Lukin road and King Street  
Selbourn  
East London  
5201

**ADMIN CENTRE**

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

Signature: \_\_\_\_\_

Mrs. N Miza

Date: 09/11/2021

Signature: \_\_\_\_\_

Mr. Z Chola: (Corporate Services Manager)

Date: 09/11/2021

Signature: \_\_\_\_\_

Mrs. S. Shwisa (SCM Manager)

Date: 24/11/2021