



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: SRC ELECTIONS

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to weziwe@bccollege.co.za; cc: 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: 03 February 2022 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



Enquiries : Mr S Dlova 043 7049 252

21 January 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 in the College. The elections date will be determined this process is finalised. Activities will include, but not limited to the following:

Before	<ul style="list-style-type: none"> • Recruitment and Training of staff • Facilitate the process of the signing of the code of conduct • Inspection and verification of voters roll • Voter Education • Issuing of accreditation to the candidates • Overseeing the signing of the ballot paper specimen • Securing of ballot papers
During	<ul style="list-style-type: none"> • Disbursement of ballot papers to 3 voting sites • Monitoring the election process • Provision of catering in the voting sites to election staff • Sorting and counting of ballot papers
After	<ul style="list-style-type: none"> • Announcement of the election results • Debriefing and Report of the election process • Induction of SRC to all college structures and mostly to introduce to Council and its constituency • Conduct Leadership training/Capacity Building for 12 SRC members

ADMIN CENTRE
Corner: Lukin & King Streets
Private Bag 9018
East London, 5200
Tel: (043) 722 6463
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 6463
Fax: (043) 749 0116
Email: elcadmin@bccollege.co.za

JOHN KNOX BOKWE
Mfesa Street, Nu1, Mdantsane
Private Bag X24
Mdantsane, 5219
Tel: (043) 781 1792
Fax: (043) 781 4803
Email: jkbadmin@bccollege.co.za

ST MARKS
St Marks Road, East London
Private Bag 9018
East London, 5200
Tel: (043) 743 8564
Fax: (043) 743 9850
Email: stadmin@bccollege.co.za

BUSINESS SKILLS CENTRE
Lukin Road, East London, 5200
Tel: (043) 743 2910
Fax: (043) 743 8772
Email: bakills@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, Bank Confirmation letter (not older than 3 months) and CSD documents

**Phase 1
FUNCTIONALITY**

Experience in running SRC Elections (provide a list of institutions with contactable reference of client) - 30 points. Only bidders scoring a minimum of 70 % functionality will be considered for further evaluation

EXPERIENCE

- 0 = Less than 1 year
- 50% = 1 – 1.5 years
- 70% = 1.5 – 2 years
- 100% = more than 2 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

Kind Regards


S. Dlova
Senior Admin Officer: SSS


R. Muzike
Acting Principal
26-01-2022


S. Siwisa
AD: Procurement