



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

REQUEST FOR QUOTATIONS – SRC ELECTIONS

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

1. Signed quotation (quotations not signed will be eliminated)
2. Latest declaration forms (SBD 4, 8 and 9), see attached on college website
3. Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
4. Tax Clearance Certificate
5. CSD full report
6. Company Registration
7. Bank Confirmation Letter (not older than 3 months)
8. Quotations must be detailed as per specification
9. **Quotations must be submitted in the PDF format ONLY**
10. All quotations submitted via email addresses other than the one listed above will not be considered.

Closing Date 06 NOVEMBER2024 at 11h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

043 704 9238 / 043 704 9241



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BUFFALO CITY
TVET COLLEGE

Enquiries : Mr S Dlova 043 7049 252

28 October 2024

TERMS OF REFERENCE: SPECIFICATION

Buffalo City TVET College is calling for quotations from suitably experienced service providers to facilitate, manage and implement the SRC elections in the College in 2025 academic year. The elections date will be determined when this process is finalised. Activities will include, but not limited to the following specification:

Before	<ul style="list-style-type: none">Recruitment, training of staff and formationsFacilitate the process of the signing of the code of conductInspection and verification of voter's rollVoter Education (student population)Issuing of accreditation to the candidatesOverseeing the signing of the ballot paper specimenSecuring of ballot papers
During	<ul style="list-style-type: none">Disbursement of ballot papers to 3 voting sitesMonitoring the election processProvision of catering in the voting sites to election staffSorting and counting of ballot papersAnnouncement of preliminary results
After	<ul style="list-style-type: none">Handling of disputes after elections if availableAnnouncement of official election resultsDebriefing and Report of the election processPresentation on current political dispensation to SRC during induction

ADMIN CENTRE

Corner Lukin & King Streets
Private Bag 9016
East London, 5200
Tel: (043) 722 5453
Fax: (043) 704 9274
Email: ceo@bccollege.co.za

COLLEGE CAMPUSES

EAST LONDON

Lukin Road, East London
Private Bag 9016
East London, 5200
Tel: (043) 722 5453
Fax: (043) 743 0116
Email: elcadmin@bccollege.co.za

JOHN KNOX BOKWE

Mfafa Street, Nu1, Mdantsane
Private Bag X24
Mdantsane, 5219
Tel: (043) 761 1792
Fax: (043) 761 4803
Email: jkbadmin@bccollege.co.za

ST MARKS

St Marks Road, East London
Private Bag 9016
East London, 5200
Tel: (043) 743 6554
Fax: (043) 743 9650
Email: stmadmin@bccollege.co.za

BUSINESS SKILLS CENTRE

Lukin Road, East London, 5200
Tel: (043) 743 2910
Fax: (043) 743 6772
Email: bskills@bccollege.co.za

Phase 1

FUNCTIONALITY

Experience in running SRC Elections (provide a list of institutions with contactable reference of client) - 100 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/SWORN AFFIDAVIT status level verification certificate must be submitted in order to qualify for preference points for B-BBEE as per the revised PPPFA Regulations of 2022
- 100 total points

Kind Regards

S. Dlova
Senior Admin Officer: SSS

X. Madliki
DP: Registration

B. Timothy
Manager: SCM