



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



**BUFFALO CITY
TVET COLLEGE**

REQUEST FOR QUOTATIONS – 2025 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 **COMPULSORY** 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. Valid Tax Clearance Certificate with a PIN
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 22 JANUARY 2025 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

13 January 2025

SPECIFICATION FOR SRC ELECTIONS 2025

Buffalo City TVET College is calling for quotations from suitably experienced service providers to facilitate, manage and implement the SRC elections in the College for 2025 academic year.

NB: Bidders to be successful must have at least 2 years' experience doing the service and proof of experience must be attached as evidence.

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 staffFacilitate the process of the signing of the code of conductInspection and verification of voter's rollVoter Education (Students 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 the 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

Mfana 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

Kind Regards

S. Dlova
Senior Admin Officer: SSS

X. Madliki
DP: Registration

SCM