



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATIONS – STUDENT DEBT COLLECTORS

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 05 FEBRUARY 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



Enquires: Ms S Mantame
smantame@bccollege.co.za
Tel 043 704 9230

Date: 24 January 2025

SPECIFICATION FOR DEBT COLLECTORS

Buffalo City TVET College has a number of students that have left the College and owe student fees and would like to collect the overdue student fees as soon as possible as per the Student Debt Management Policy.

We therefore request you to please email the SIGNED quotation indicating, the collection fee to the College if any and the percentage that you will be charging to our old student debtors. Please also indicate if there would be any other charges to the College or students additional to the above in your quotation.

Please quote per student including all the charges where necessary.

Please submit the quotation with all the required documentation to quotations@bccollege.co.za

Your co-operation will be highly appreciated.

Regards

O. Campbell
Senior Admin Officer

Date 27/01/2025

D.P. Finance: Ms S Mantame
Email: smantame@bccollege.co.za

Date 27/01/2025

Ms Z. Jikwana
SAO: SCM

Date 28/01/2025

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