



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TALETSO TVET COLLEGE

REQUEST FOR PROPOSALS (RFP)

FOR

**THE APPOINTMENT FOR A PANEL OF ACCREDITED SERVICE PROVIDERS FOR THE
SUPPLY AND DELIVERY OF LEARNER AND TEACHING SUPPORT MATERIALS (LTSM)
FOR A PERIOD THREE (3) YEARS**

Tender documents are available at a **non-refundable fee of R500** on the Taletso TVET College website. Documents shall only be obtainable from the **21 October 2025**

TENDER NO: TA 01-15/10/2025

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document.

Completed documents with all attachments must be signed and submitted at:

Taletso TVET College
Central office
6 D.F Malan Ave
Libertas
Mahikeng, 2745

Proposals in response to Tender no. **TA 01-15/10/2025 FOR THE APPOINTMENT OF A PANEL OF ACCREDITED SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF LEARNER AND TEACHING SUPPORT MATERIALS (LTSM) FOR A PERIOD THREE (3) YEARS**

CLOSING DATE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:

The closing time and date for receipt for tender **TA 01-15/10/2025** is at **11h00 AM on Thursday, 27 November 2025**.

Tender number	TA 01-15/10/2025
Date issued	21 October 2025
Tender closing date	27 November 2025 Time: 11:00 AM Tender Submission will be at the following address: Taletso TVET College Central office 6 D.F Malan Ave Libertas Mahikeng 2745
Compulsory Information Session	Not Applicable

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

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1. INTRODUCTION

1.1 OVERVIEW

1.1.1 WHAT DOES TALETSO TVET COLLEGE AIM TO DO?

Taletso TVET College intends to significantly reduce the Total Costs, while maintaining or improving the quality of the service. Taletso TVET College will pursue its goal through consolidating the volume of the services procured.

1.1.2 WHAT IS TALETSO TVET COLLEGE LOOKING FOR?

Taletso TVET College intends to centralise the LTSM (Learner and Teaching Support Materials) for a period of 36 months, effective from 01 January 2026 to 31 December 2028. This comes as a result of serious delays in the delivery of textbooks and other LTSM for teaching and learning, which have had an impact on the planning of the College calendar year. The College wants to form a panel of service providers to supply and deliver the LTSM. The panel will consist of up to five (5) service providers. The College will appoint service providers with experience in the supply and delivery of textbooks and with the necessary accreditation. Service providers that have experience will be highly considered. The delivery capacity will be tested for other items such as workshop machinery and equipment, stationery, and any other student-related teaching and learning materials. The College may appoint service providers that have worked in that particular field. In order for this panel to be considered a complete panel, a minimum of two (2) service providers must specialise in the supply and delivery of textbooks, and the other three (3) service providers must specialise in workshop machinery and equipment, as well as the supply of stationery and other student-related teaching and learning materials. The College may appoint part of this project or may not appoint at all without giving any reason to potential suppliers. Furthermore, the College may appoint one supplier to deal with textbooks and others to deal with other services within the panel or appoint service providers for both textbooks and other LTSM as stipulated.

The LTSM includes, but not limited to,

- Textbooks
- Workshop machineries and equipment
- Stationery & Other students related teaching and learning materials

Textbooks

The textbooks to be used are as per the approved list from the DHET. The books are subject to change based on the curriculum changes and it is therefore agreed that the pricing for the books will be based on the publisher's price plus the distributor markup margin. The markup margin of the distributors may not be more than 35% of what the publishers are charging. The 35% came as a result of the transportation cost, management fee, distribution cost, administration cost and profit margin. The distributors should interact with the publishers, and they should secure the textbooks on behalf of the college and make them available within 5 days of confirmation of the orders. Distributors must price the books by only giving the percentage margin to the cost of the publisher. College has prices of all publishers. The quantity of the textbooks is not guaranteed, and it is subject to the number of the students registered in that particular year or semester. The order will be based on the confirmed registered number of students. College will only accept the quotations with maximum of the 35% margin on cost or lower. Service providers are encouraged to compete on markup percentage.

Workshop machineries and equipment

College will at some point buy the workshop equipment. The purchasing of the equipment is subject to a need arising and availability of funds. Normally, the equipment is purchased when needed. There is no prescribed assets or equipment needed but the college decided to place an order with the service providers because the equipment will be needed in future. The pricing of the equipment or assets will be subject to the manufacturers cost plus the distributor markup marginal percentage. The service providers are requested to price using the percentage on cost. The service providers will be appointed on the basis of the percentage margin on cost of the manufacturers' cost. The service providers will be requested to submit the invoice of the manufacturers confirming the cost together with their invoice when submitting their invoices. The maximum markup percentage that will be acceptable by the College will be 35% maximum. The service providers will compete on markup percentage, and their pricing should be in a percentage format. Pricing should be in letterhead of the company clearly stipulated.

Stationery and Other students related teaching and learning materials

There are many items which are classified under LTSM which sometimes are unknown. Time to time, academic departments request items which related to teaching and learning. These items are then classified under LTSM. College took a strategic of appointing service providers that will be providing all those items that relates to teaching and learning. SCM office, through the office of CFO will propose to the principal to approve the request to purchases that are believed to be classified under LTSM to be redirected all of them to the service providers that will be appointed to deal with LTSM through this tendering process. If these items are not listed on the list of this document but are classified as LTSM, the appointed service providers will be given an opportunity to supply and deliver these items and allowed to add markup percentage. The markup percentage will be part of this proposal.

Pricing of unknown items that are classified as LTSM – all service providers are requested to submit their proposal in a form of mark-up percentage. The maximum acceptable percentage for markup that the college is willing to accept is 35%. Service providers are requested to quote using the markup percentage and will be requested to submit the invoice of their manufacturers when submitting their invoices for payments. The College reserves the right to test the market if the submitted invoices are believed to be unfair.

This process will help the institution to speed up the process of delivery so that the college can meet the targeted planned dates as per calendar.

In the event whereby the LTSM is not mentioned in this document, the appointed service providers will be requested to quote on that specific item. If the College suspect that the price is not reasonable, College reserve rights to request other service providers outside of this panel just to benchmark price and use the price to negotiate with the selected panel service providers. At some instances, the College reserve the rights to request the panel member to provide the manufacturer price and allow suppliers to add the markup that is not over 35% of the manufacturer cost. The proposed markup will be up to 35% based on the items like, transportation cost, labour cost, regulations cost (bi-law's requirements), items cost, profit margin, and etc. The final markup percentage will be agreed between the College and service providers if the item/s was/were not included in this specification.

1.1.3 DURATION OF CONTRACT

The contract will be valid for 36 months (3 years) from the date of appointment.

1.1.4 EXPECTED DELIVERABLES

The service providers must:

- Deliver LTSM within 14 working days of receiving an official purchase order.
- Provide proof of warranties/guarantees on devices and machinery.
- Supply authentic and accredited textbooks from approved publishers.
- Provide quality assurance reports for workshop machinery and equipment.

1.1.5 SUMMARY OF KEY MATTERS FOR CONSIDERATION BY POTENTIAL SUPPLIERS

Key matters for consideration by Suppliers include:

- a) This process will afford Suppliers the opportunity to acquire and /or increase their level of business with Taletso TVET College;
- b) Senior Management in Taletso TVET College are directing this assessment;
- c) A cross-functional team has been formed to facilitate this assessment and is empowered to make decisions in the best interests of Taletso TVET College;
- d) Taletso TVET College is prepared to significantly alter current purchasing patterns of the services in order to take advantage of opportunities and achieve benefits for the whole Membership;
- e) Time is limited in the final Suppliers selection process;
- f) Taletso TVET College's objective is to reduce costs initially and then to achieve further on-going reductions in Total Costs. Taletso TVET College is expecting to identify Suppliers that can meet its need at an extremely competitive cost;
- g) The evaluation of potential Suppliers will also include important non-cost considerations, such as quality, service, implementation ability and other factors;
- h) This sourcing program must not disadvantage any operation at any site operated or managed by that relevant Member; and
- i) Prospective Suppliers' are requested to submit their best price at this time, as only competitive Suppliers will be invited for further discussions.

1.2 PURPOSE AND OBJECTIVE OF THE RFP

1.2.1 PURPOSE

The purpose of this RFP is to establish a reliable panel of a maximum of Five (5) service providers to ensure continuous, cost-effective, and timeous supply of LTSM to the College for a contract period of 36 months (3 years).

1.2.2 HOW AGREEMENT IS TO BE FORMED

Responses to this RFP will form the basis for any agreements reached and such responses will represent a firm offer by the Supplier to agree to supply these services to Taletso TVET College as detailed in this RFP document.

1.3 EVALUATION CRITERIA

1.3.1 OBJECTIVE

Taletso TVET College's objective is to procure the services at competitive prices, acceptable quality and on-time delivery. Suppliers selected to participate with Taletso TVET College to meet this objective can anticipate an on-going commercial relationship.

1.3.2 TOTAL COST

“Total Costs” will be an important parameter for Supplier assessment. “Total Costs” is defined as follows:

“Total Costs” means the sum of all direct and indirect costs associated with the purchase of the services incurred by Taletso TVET College, including but not limited to the invoice price, services life, service maintenance costs, distribution costs, transaction costs, inventory costs, purchasing administration costs and other costs incurred with the use of these services provided by the Supplier.”

Suppliers can reduce Total Costs through one or more of the following approaches:

- a) Lowering prices for the services;
- b) Lowering logistic costs;
- c) Increasing value from service and support; and/or
- d) Offering superior service performance.

Suppliers are expected to provide highly competitive pricing - pricing reserved for their largest and most important account - both at the outset of the relationship and on an on-going basis. Taletso TVET College expects to work with Supplier(s) to continuously identify opportunities to reduce Total Costs.

1.3.4 Cost Transparency

Taletso TVET College desires to achieve clarity on the costs of all aspects of the supply of services. The details requested in this RFP are intended to deliver the required level of transparency. Any gaps in Supplier responses will be interpreted as an unwillingness to participate with Taletso TVET College in the desired relationship and will seriously disadvantage the Supplier.

1.3.3 SUPPLIER CAPABILITY

Taletso TVET College will make an assessment of Supplier capability on the basis of Taletso TVET College's experience and information provided by Suppliers in response to this RFP.

1.3.4 ADDITIONAL INITIATIVES

Suppliers are encouraged to be creative and develop suggestions to enhance Supplier relationships, quality, and service levels that will be cost effective for Taletso TVET College. These suggestions may lead Taletso TVET College to promote options for new services.

1.3.5 EMPOWERMENT

Taletso TVET College is serious in its commitment to the previously disadvantaged groups and will expect selected Suppliers to demonstrate that they share that commitment. Accordingly, a BBBEE Certificate in terms of the Codes of Good Practice issued by an accredited rating agency must be submitted. Guidelines for Submission of Proposal (“RFP”)

2. GUIDELINES FOR SUBMISSION OF PROPOSAL (“RFP”)

2.1 PROPOSAL TERMS

Taletso TVET College is inviting your company to submit a Proposal for the supply services.

Taletso TVET College intends to move quickly to award business; hence, Suppliers are encouraged to provide their best offer under the Proposal.

2.1.1 ACCEPTANCE OF PROPOSAL AT TALETSO TVET COLLEGE'S DISCRETION

Taletso TVET College reserves the right, exercisable at its sole discretion, to review, evaluate and dispose of any offer as it sees fit. Nothing stated in this RFP (whether express or implied) binds or obligates Taletso TVET College, or any other member of Taletso TVET College to accept the lowest of any price contained in a Proposal or to accept any offer. Suppliers or their representatives can expect to discuss the details of their Proposal during the evaluation process. Taletso TVET College reserves the right to negotiate specific terms with the preferred Suppliers prior to the award of a final contract (if any).

2.1.2 CONFORMANCE

All Proposals must conform to each of the requirements set out in this RFP. Non-conforming Proposals may not be considered. As well as providing a conforming Proposal, Suppliers may also submit additional or alternative information for further consideration where they believe that this is in the best interests of Taletso TVET College.

2.1.3 COVERAGE

While Taletso TVET College does not require Suppliers to tender on all aspects of this RFP, the broader the range of services quoted on, the greater Supplier's chance of success.

2.1.4 REQUIREMENTS FOR ADDITIONAL INFORMATION

Taletso TVET College may require a Supplier to provide additional information to allow further consideration of the Supplier's Proposal.

2.1.5 COSTS

Taletso TVET College is not responsible for any costs (whether direct or indirect) incurred by a Supplier in preparing and/or submitting a Proposal or otherwise responding to this RFP or in any subsequent discussions or negotiations. All parties and participants must bear their own costs.

2.1.6 SUBMISSION VALIDITY

Each Proposal submitted by a Supplier must remain valid for a period of **90 days** from the required date of submission.

2.1.7 SUPPLIER'S ACCEPTANCE OF TERMS & CONDITIONS

Each Supplier submitting a Proposal agrees to do so on the terms and conditions set out in this RFP. Suppliers who submit responses to this RFP will be deemed to have accepted, and willfully comply with, all of those terms and conditions.

A person fully authorized to commit the Supplier to the terms must sign the Proposal and conditions set out in this RFP. Taletso TVET College is entitled to assume that there is full authority in the signatory of the person.

2.2 PRICING TRANSPARENCY

Taletso TVET College wishes to establish an increased level of cost transparency with the chosen Supplier. The level of transparency will be taken as an indication of each Supplier's willingness to participate with Taletso TVET College in a transparent relationship.

2.3 COLLEGE REPRESENTATIVE

All contact and questions with regard to this RFP must be made through the College representative.

For the purpose of the RFP, the Taletso TVET College representative

Contact Person	
Name & Surname	Mr Masilu Ramalapa
Telephone number	018 384 2341
E-mail address	RAMALAPA.M@taletso.edu.za

2.4 QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP must be directed to the College Representative by email. Questions must not be submitted by telephone. College will accept written questions.

Answers to all questions will be e-mailed to all Suppliers who have been provided with this RFP.

All questions must include:

- a) The Supplier's name and address;
- b) A reference to the specific section and page number of the RFP; and
- c) The contact name, telephone number and e-mail address

2.5 RFP FORMAT

All Supplier responses must follow the prescribed format. Refer to "Delivery Instructions" below. Failure to do so may result in disqualification from this RFP/Proposal process.

2.6 DELIVERY INSTRUCTIONS

All Bidders must submit their responses in the following format:

Completed documents with all attachments must be signed and submitted to the following address:

**Taletso TVET College
Central office
6 D.F Malan Ave
Libertas
Mahikeng
2745**

All Suppliers must submit their responses in the following format:

Documents	Requirement	Circle yes
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		<i>if submitted</i>	
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Completed pricing schedule	Submit a completed pricing schedule in Appendix A – Pricing Schedule .	Yes	No
Proof of Payment	Deposit/EFT slip when purchasing tender document or printed proof	Yes	No
Proof of Bank Account	Stamped confirmation letter from bank	Yes	No
Company registration documents	Company registration documents	Yes	No
ID Copies of directors	Certified & not older than 6 months	Yes	No
Tax Pin	A copy of the Notice of VAT Registration document	Yes	No
BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
COIDA	Submit valid letter of good standing from the Department of Labour	Yes	No
Annual financial statements for 3 years	Annual financial statements for 2024 (Signed by Member/Director and Accounting Officer/Auditor or reviewer) depending on type of company	Yes	No
Public insurance or letter of intent	Public liability for third party coverage (minimum amount is R10m)	Yes	No
Authority letter from board of directors	Authority letter from board of directors	Yes	No
Company Profile	Company Profile	Yes	No
Comprehensive Project Proposal	Comprehensive Project Proposal	Yes	No
Textbook bidders only	Confirmation of valid Publishers Association of South Africa (PASA) membership	Yes	No

The response deadline is **27 November 2025**. Only responses to this RFP received by due date and time will be considered. No exceptions will be considered.

2.7 ADDITIONAL SUPPLIER INFORMATION

Taletso TVET College may request additional data, discussions or presentations in support of responses to this RFP. Additionally, Taletso TVET College may conduct a survey of any Supplier under consideration to confirm or clarify any information provided (including pricing) or to collect more evidence of managerial, financial and technical abilities, including but not limited to, meetings and visits to current customers served by the Supplier.

2.8 ACKNOWLEDGMENTS AND DISCLAIMERS

2.8.1 NON-BINDING

This RFP and any Proposals are not legally binding on Taletso TVET College.

None of Taletso TVET College nor any person purporting to act on behalf of Taletso TVET College, or any other Member of Taletso TVET College makes any representations or provide any undertakings to Suppliers other than to invite Suppliers to submit Proposals. Taletso TVET College intends to use the RFP/Proposal framework as the basis for negotiations with Suppliers. Taletso TVET College reserves the right to alter that framework at its discretion at any point prior to or during the RFP/Proposal process.

2.8.2 ACCURACY OF INFORMATION

Taletso TVET College has endeavoured to provide correct information in this RFP. However, the onus is on Suppliers to satisfy themselves as to the accuracy, completeness and sufficiency of any information provided to them by Taletso TVET College, or any person purporting to act on behalf of Taletso TVET College.

2.8.3 NEGOTIATIONS

On receipt of Proposals from Suppliers, Taletso TVET College proposes to evaluate those responses based on the requirements of Taletso TVET College. Negotiations will be conducted with a reduced number of selected Suppliers, which may lead to one or more contracts for the supply of part or all of the services.

Taletso TVET College reserves the right to vary, at its sole discretion, this negotiation plan at any time and does not make any undertakings in relation to entering into any contracts for the supply of services.

2.8.4 TALETSEO TVET COLLEGE'S USE OF INFORMATION

In lodging a Proposal, a Supplier will be deemed to have granted Taletso TVET College a non-exclusive right to use any information in the Proposal as Taletso TVET College sees fit, including, without limitation, for operations purposes and future discussions with Suppliers. Taletso TVET College will also acquire a non-exclusive right to use any processes, sketches, calculations, drawings, computer programs or other data or information submitted with, or included in, a Proposal.

Each Supplier which submits a Proposal agrees to indemnify Taletso TVET College, and every other associate of Taletso TVET College against third party claims arising out of any use of any proprietary information submitted with, or included in, the Proposal by Taletso TVET College, and its or their respective directors, officers, agents, employees, advisers or consultants.

2.8.5 INFORMATION PROVIDED BY TALETSEO TVET COLLEGE

Copyright in this RFP is reserved exclusively to Taletso TVET College.

Any information which Taletso TVET College provides in this RFP or otherwise (Information), is provided in confidence and for use solely by the Supplier in the preparation of its Proposal. The Supplier must not disclose it to any third party without Taletso TVET College's prior approval in writing. Any further information that Taletso TVET College provides to the Supplier from time to time will be made available on the same terms and conditions as apply under this RFP.

2.8.6 SUPPLIER'S ACKNOWLEDGMENTS

In submitting a Proposal, the Supplier acknowledges and agrees that:

- a) The Information has been independently verified and Taletso TVET College, all other Associates of Taletso TVET College and its and their respective directors, officers, advisers, employees and agents, are not under any liability, whether arising from negligence or otherwise, for any representation contained in it or any omission from it or for any error, inaccuracy, incompleteness or other defect in the Information it contains.
- b) This Proposal contains representations and other statements concerning requirements for the supply of the services. No representation, statement or warranty, express or implied, is made by Taletso TVET College, any other Associate of Taletso TVET College or its and their respective directors, officers, advisers, employees or agents that any statement, estimate or evaluation contained in it will prove correct. The Supplier relies solely on its own investigations and inquiries in respect of Taletso TVET College's requirements for the services and the accuracy of the Information.
- c) Without limitation to the above, none of Taletso TVET College, or any other Associate of Taletso TVET College, nor any person purporting to act on behalf of Taletso TVET College, or any other Associate Taletso TVET College, will be liable in any way for any losses or liabilities incurred by a Supplier or any other person (including, without limitation, damages, costs, loss of profits or consequential or indirect losses) arising from any cause whatsoever including, without limitation, any error, inaccuracy, incompleteness or other defect in the Information.
- d) The Supplier also acknowledges that Taletso TVET College, without liability or recourse, may at any time without notice:
- e) Enter into and conclude negotiations with any other Supplier for the supply of part or all of Taletso TVET College's requirements of the services;
- f) Terminate the RFP/Proposal process in respect of any or all of Taletso TVET College's requirements;
- g) Terminate discussions or negotiations with the Supplier or otherwise terminate the Supplier's further participation in the RFP/Proposal process;
- h) Reject any Proposal submitted by the Supplier; and/or
- i) Depart from or modify the proposed framework and/or any other procedures in relation to the RFP/Proposal process.
- j) If the Supplier decides not to submit a Proposal, or at any time discontinues for any reason (including as a result of any action of Taletso TVET College) its participation in this RFP process or subsequent discussions or negotiations, the Supplier must promptly return this RFP (and destroy any copies which it has made) to Taletso TVET College together with any other documents or other material relating to the service procurement that contains, embodies or might reveal Information.

2.8.7 PUBLIC ANNOUNCEMENTS

Neither the potential Supplier nor Taletso TVET College will make any public announcements or disclosures as to the RFP, any Proposal or the RFP process or otherwise in relation to the subject matter of any potential contract, without the prior written consent of the other party (except as required by any applicable law or regulatory requirement). In this regard, no media release or public announcement will be made in relation to any resulting contract, should such be executed, without the written approval of both parties as to the wording of such release and the manner or publication of such release.

3. SUPPLIER CAPABILITY

3.1 SECURITY OF SUPPLY

The services are critical to on-going operations and therefore security of supply is a major requirement for Taletso TVET College.

4. PROPOSED PRICING

4.1 INTRODUCTION

While Taletso TVET College require Suppliers to tender on the full range services or for all sites included in this RFP, the broader the range of services quoted on, the higher a Supplier's chance of success. Please be aware that this RFP provides all participants the opportunity to increase current business and/or acquire new business with Taletso TVET College and its Members.

Taletso TVET College expects Suppliers to respond fully to the requested level of detail. This detail will contribute towards the transparent cost structure being pursued by Taletso TVET College.

4.2 PRICING TABLE – INSTRUCTIONS – PRICE AS PER DESIRED LAYOUT

The responses must remain in the format outlined in the instructions of **Appendix A**, which contain the technical and pricing information.

Please note that all the prices reflected in **Appendix A** shall be:

- a) Inclusive of Value Added Tax (which shall be payable by the Member subject to the receipt of a VAT invoice); and
- b) Inclusive of all associated costs and taxes, including insurance, charges for packaging, shipping, carriage, delivery to the premises, handling fees, toll fees, permits, all duties, licenses and other related charges payable in respect of the service from time to time.

4.3 PRICING TABLE, SPECIFICATION AND ESTIMATED VOLUME/ QUANTITY

Taletso TVET College has included the pricing schedule (**Appendix A**) as a guideline to assist suppliers in pricing. Separate detailed pricing schedule.

5. PRICING

Tenderers are required to submit a price proposal as stipulated in **Appendix A**.

5.1 PAYMENT TERMS

Payment terms are within 30 days of the date of invoice.

5.2 CONTRACT LENGTH

Type of Contract, until completion.

Taletso TVET College requires a **full-risk contract** arrangement. Application for a price increase will only be considered if submitted with written proof that it is due to circumstances beyond the control of the supplier.

6. REQUIRED PROPOSAL LAYOUT

In order to facilitate a structured evaluation of the submissions resulting from this RFP, Taletso TVET College requires each supplier to conform to a specific proposal layout. Deviation from this required document structure may result in disqualification.

6.1 GENERAL NOTES:

- a) A cover page per **Appendix** is included in this document and Supplier must ensure that these cover pages are used in their submissions.
- b) Each **Appendix** cover will contain a list of the required information and / or documents that need to be included in that section. The list has a check box for the supplier to indicate that the information requested has been included.
- c) Each **Appendix** cover page is to be signed by the duly authorized representative of the Supplier.

7. TECHNICAL SPECIFICATION

Taletso TVET College has included specifications in this RFP document.

8. EVALUATION PROCESS

8.1 AIM OF EVALUATION

To ensure that all proposals received are afforded the opportunity to compete equally and enable Taletso TVET College a chance to evaluate the tender received in fair and unbiased manner, as per pre – described process of evaluating proposals.

8.2 EVALUATION CRITERIA

The evaluation criteria as set out hereunder will assist Taletso TVET College to ensure conformity to all tender requirements. Taletso TVET College's evaluation team shall use the evaluation criteria, weights, applicable values and / or minimum qualifying score for functionality as indicated in the tender document.

There are three stages of evaluations, and all bidders are subject to these stages, namely, compulsory requirements, functionality requirements and price & specific goals.

The set evaluation criteria shall be used as a guideline, but not limited to the following process:

8.2.1 PHASE 1: PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Documents	Requirement	Circle yes if submitted	
		Yes	No
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Completed pricing schedule	Submit a completed pricing schedule in Appendix A – Pricing Schedule .	Yes	No
Proof of Payment	Deposit/EFT slip when purchasing tender document or printed proof	Yes	No
Proof of Bank Account	Stamped confirmation letter from bank	Yes	No
Company registration documents	Company registration documents	Yes	No
ID Copies of directors	Certified & not older than 6 months	Yes	No
Tax Pin	A copy of the Notice of VAT Registration document	Yes	No
BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
COIDA	Submit valid letter of good standing from the Department of Labour	Yes	No
Annual financial statements for 3 years	Annual financial statements for 2024 (Signed by Member/Director and Accounting Officer/Auditor or reviewer) depending on type of company	Yes	No
Public insurance or letter of intent	Public liability for third party coverage (minimum amount is R10m)	Yes	No
Authority letter from board of directors	Authority letter from board of directors	Yes	No
Company Profile	Company Profile	Yes	No
Comprehensive Project Proposal	Comprehensive Project Proposal	Yes	No
Textbook bidders only	Confirmation of valid Publishers Association of South Africa (PASA) membership	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

8.2.2 PHASE 2: TECHNICAL/ FUNCTIONAL EVALUATION

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a **minimum percentage score of 70%** and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Previous Experience (3 Contactable reference letters where similar projects have been executed (not older than 5 years)) 3 reference Letters = 30 Points 2 reference Letters = 20 Points 1 reference Letter = 10 Points	30
Capacity & Support Letters of intent from major publishers/authors confirming support for the bidder to supply prescribed textbooks Letters of intent from major manufacturers and distributors of Machinery, Devices & Stationery confirming support for the bidder 3 reference Letters = 30 Points 2 reference Letters = 20 Points 1 reference Letter = 10 Points	30
Experience of Key Personnels Detailed Resume or CV and Qualifications of key staff clearly indicating their relevant experience. BA degree in project management or library or related disciplines with experience in publishing or library (Textbooks Supply) BA degree in project management or related disciplines with experience in consumables/devices/machineries (All other category of LTSM) Project Manager (NQF Level 7- & 5-Years Relevant experience) 10 Points	10
Delivery methodology Comprehensive Methodology that covers the scope of work, highlights techniques that will be employed for the project, this must include the approach and alignment to best practice, <i>this could be in the form but not limited to subcontracting, joint venture, supply arrangements or partnerships. Sourcing strategies, partnership with the manufacturers and turnaround time that is 5 working days upon receiving the order.</i> - Methodology addressing the entire scope of work =20 Points - Methodology addressing partial scope of work =10 Points - Methodology not addressing the scope of work = 0	20
Locality proof under bidding company (municipality bill, lease, rates statement) - Within North West province =10 points - Outside North West province = 5 points	10
Total points	100

Please include reference letters for all your clients in the table below.

Kindly complete the table below for references.

FUNCTIONALITY CRITERIA

REFERENCE ONE (1)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company One (1) Name of Company:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value:		
2	Contract Commencement date:		
3	Contract Completion Date:		
4	Contract Duration:		
Attach Reference Letter 1 Note: References to be in the letterhead of the company that is making the reference.			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

REFERENCE TWO (2)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company Two (2) Name of Company:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value:		
2	Contract Commencement date:		
3	Contract Completion Date:		
4	Contract Duration:		
Attach Reference Letter 2 Note: References to be in the letterhead of the company that is making the reference.			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

REFERENCE THREE (3)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company Three (3) Name of Company:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value:		
2	Contract Commencement date:		
3	Contract Completion Date:		
4	Contract Duration:		
Attach Reference Letter 3 Note: References to be in the letterhead of the company that is making the reference.			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

8.2.3 PHASE 2: FUNCTIONALITY TABLE

A tenderer shall proceed to the next stage of evaluation if a percentage score of 70% is obtained. Tenderers that fail to achieve the minimum qualifying percentage score for functionality (70%) will not proceed to the next stage of evaluation.

8.3 PHASE 3: PRICE AND SPECIFIC GOALS LEVEL OF CONTRIBUTION

Only tenders that achieve the minimum stipulated threshold for functionality of 70% will be evaluated further in accordance with the 80/20 or 90/10 preference point systems. The 80 or 90 points will be allocated for price whilst, 20 or 10 points will be allocated for specific goals level of contribution both totaling 100 points.

The formula below will be used in calculating points scored for the Preference points system

8.3.1 STEP 1: CALCULATION OF POINTS FOR PRICE

The first step under price is to calculate the price points for tenderers who progressed to this stage of evaluation as per formula below.

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Pmin

Where

P_s = Points scored for comparative price of tender under consideration.

P_t = Comparative price of tender under consideration.

P_{min} = Comparative price of lowest acceptable tender.

8.3.2 STEP 2: SPECIFIC GOALS

The second step under price is to calculate specific goals level of contribution points for tenderers who progressed to this stage of evaluation as per below allocation.

1. SPECIFIC GOAL REQUIREMENT	EVIDENCE REQUIRED	POINTS ALLOCATED
B-BBEE (EME and/ or QSE)	Original sworn affidavit/certified copy of the sworn affidavit or BBBEE certificate	10
For persons living with disabilities	Original/Certified Medical Certificate (certified not older than 6 months) with the following information: a) Name of practitioner, b) Practitioner number, c) Doctor's contact details, d) Details of the condition, e) Date, f) Signature, g) Stamp and h) Patient's name.	2
Youth ownership Of >50%	Affidavit confirming that the owner is =<35 years attached with certified ID copy/ies	5
Female owned business >50%	Certified ID copies of the directors, affidavit and share certificates	3
TOTAL SPECIFIC GOAL POINTS		20

8.3.3 STEP 3: FINAL SCORE

Confidential

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The points scored for price (step 1) will be added together with the points scored for specific goals level of contribution (step 2) to obtain the tenders total points.

Taletso TVET College and/ or Member/s may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's proposal. This information will be requested in writing;

Taletso TVET College and/ or Member/s will conduct a due diligence on any Tenderer, which will include interviewing customer references or other activities to verify a Tenderer's or other information and capabilities (including visiting the Tenderer's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Tenderers will be obliged to provide Taletso TVET College and/ or Member/s with all necessary access, assistance and/or information which Taletso TVET College and/ or Member/s may reasonably request and to respond within the given time frame set by Taletso TVET College and/ or Member/s;

Taletso TVET College and/ or Member/s will evaluate the Tenders with reference to Taletso TVET College set and approved evaluation criteria as indicated in the tender document.

9. DECLARATION OF INTEREST

I, the undersigned

From (Name of Supplier)

- a) Declare that I have studied the contents of this document and, that the organisation I represent agrees to the terms and condition of this RFP without any exceptions and, is prepared to carry out the services according to the specifications and to the satisfaction of Taletso TVET College and its Associates.
- b) Has the authorisation to sign tender documents on behalf of my company. Attached a Director's resolution or proxy, authorising to sign this document on behalf of the company.
- c) Declare that the company has the financial ability to meet its obligations in respect of this RFP and that it is in a sound position to meet its overall financial commitments.
- d) State that the information submitted is true and correct.
- e) Certify that as far as I/we know no member of our company have any direct or indirect vested interest in Taletso TVET College or its Associates.

Signed at _____ on this _____ day of _____ 20____

Signature and Capacity

Initials and Surname

General Terms and Conditions of the Tender

10. ESCALATION MECHANISM

10.1 Escalation of prices, Taletso TVET College is expecting no escalation for the contract period

10.2 Any escalation in prices will be considered only under exceptional circumstances and upon a detailed breakdown of the various cost components and the percentage each cost component contributes to the total selling price.

10.3 Taletso TVET College reserves the right to accept price increases or to terminate the contract in part or in whole.

10.4 No price increase with retrospective effect shall be considered.

10.5 Any application for a price increase shall only become effective if approved by Taletso TVET College provided that a minimum period of 30 (thirty) days from date of application is required before any price increase may become effective.

11. PRICE OFFER AND ADJUSTMENTS

11.1 Prices quoted must be valid up to the conclusion and final award of the tender and thereafter remain fixed for the duration of the contract

11.2 Is the contract price firm for the duration of the contract period?

YES

NO

Please indicate the applicable block with ✓

11.3 If the reply to 11.2 is negative, on what grounds (with a breakdown of the various cost components and the percentage each cost component contributes to the total contract price) would price adjustments be requested?

Factors that contribute to any price escalation.

Cost Components	Weighting

11.4 Factors that contribute to any price escalation for imported goods/services.

- a) Please state the Rate of Exchange at which your contracted price was based:

Please note: Should there be a price variance of more than 5% due to Rate of Exchange, then only will a price adjustment be considered.

- b) Frequency of Escalation: _____

- c) Any Statutory Related Price Adjustment _____

- d) Price Formulas: _____

- e) References to Indices: _____

- f) Taletso TVET College reserves the right to audit evidence forwarded as motivation for price adjustments.

12. TENDER FORM, IMPORTANT CONDITIONS & MISCELLANEOUS REQUIREMENT

12.1 I/We hereby tender to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to Taletso TVET College on the items and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

12.2 I/We agree that:

- a) The offer herein shall remain binding upon me/us and open for acceptance by Taletso TVET College during the validity period indicated and calculated from the closing time of the tender.
- b) If I/we withdraw my/our tender within the period for which I/we have agreed that the tender should remain open for acceptance, or fail to fulfil the contract when called upon to do so, Taletso TVET College may without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and Taletso TVET College and I/we will then pay to Taletso TVET College any additional expense incurred by Taletso TVET College having either to accept any less favourable tender or fresh tenders have to be invited, the additional expenditure incurred by the invitation of fresh tender and by the subsequent acceptance of any less favourable tender, Taletso TVET College shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other tender or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss Taletso TVET College may sustain by reason of my/our default;
- c) If my /our tender is accepted, the acceptance may be communicated to me/us by letter or ordinary post or registered post, and the SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to the SA Post Office Ltd shall be treated as delivery to me/us;

- d) The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic (full address).
- e) I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- f) I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principles (s) liable for the due fulfilment of this contract.
- g) I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment, which may be pronounced against me/us as a result of such action.
- h) I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or tender(s) involved.

Are you duly authorized to sign Acknowledgement of the tender?

***YES / NO**

Has the Declaration of Interest been duly completed and signed?

***YES / NO**

*Delete whichever is not applicable

SIGNATURE (S) OF TENDER OR ASSIGNEE(S)

DATE:

Please complete the following in block letters

Capacity and particulars of the authority under which this tender is signed

.....

Name of Service Provider

Postal Address

Telephone number(s) (Toll free if applicable)

Facsimile number(s)

Email Address(s)

Tender Number

Name of contact person

13. ACKNOWLEDGEMENT OF TENDER

13.1 I/We _____ having examined the Request for Proposal Document and all other information available prior to the closing date, hereby offer to execute, complete and maintain the whole of the said works and to supply all the requisite goods and/ or services in conformity with the previously mentioned documents.

13.2 Name of Service Provider: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Company Stamp: _____

Signature

Date

GENERAL CONDITIONS OF CONTRACT

PLEASE INITIAL EACH PAGE OF THE GENERAL CONDITIONS OF CONTRACT

Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document and are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a ☐ or an X) regarding compliance with the requirements. Where necessary, the bidders shall substantiate their response to a specific question.

1.

This bid is subject to the General Conditions of Contract stipulated below.	Accept	Do not accept

2.

The laws of the Republic of South Africa shall govern this RFP, and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	Accept	Do not accept

3.

Taletso TVET College shall not be liable for any costs incurred by the bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	Accept	Do not accept

4.

Taletso TVET College may request written clarification or further information regarding any aspect of this proposal. The bidders must supply the requested information in writing within twenty-four (24) hours after the request has been made, otherwise the proposal may be disqualified.	Accept	Do not accept

5.

In the case of Consortium, Joint Venture or subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and Rand value.	Accept	Do not accept

6

In the case of Consortium, Joint Venture or subcontractors, all bidders are required to provide mandatory documents as stipulated in schedule 1 of the Response format.	Accept	Do not accept

7

Taletso TVET College reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.	Accept	Do not accept

8

Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	Accept	Do not accept

9

By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands.	Accept	Do not accept

10

Where applicable, Taletso TVET College reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation.	Accept	Do not accept

11

Taletso TVET College reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	Accept	Do not accept

12

Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted.	Accept	Do not accept

13

The bidder should not qualify the proposal with own conditions. Caution: If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.	Accept	Do not accept

14

Should the bidder withdraw the proposal before the proposal validity period expires, Taletso TVET College reserves the right to recover any additional expense incurred by Taletso TVET College having to accept any less favourable proposal or the additional expenditure incurred by Taletso TVET College in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal.	Accept	Do not accept

15

Delivery of and acceptance of correspondence between the Taletso TVET College and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	Accept	Do not accept

16

Should the parties at any time before and/or after the award of the proposal and prior to, and-or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. Taletso TVET College shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that Taletso TVET College reserves the right to award the same proposal to next best bidders as it deems fit.	Accept	Do not accept

17

In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.	Accept	Do not accept

18

Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by Taletso TVET College signatory and added to this RFP as an addendum.	Accept	Do not accept

19

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	Accept	Do not accept

20

Bidders who make use of subcontractors. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract	Accept	Do not accept

21

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	Accept	Do not accept

22

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.	Accept	Do not accept

23

Evaluation of Bids shall be performed by an evaluation panel established by Taletso TVET College. Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFP. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is 80, and the maximum number of preference points that may be claimed for BBBEE (according to the PPPFA) is 20.	Accept	Do not accept

24

If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.	Accept	Do not accept

25

The bidders' response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.	Accept	Do not accept

26

Should the evaluation of this bid not be completed within the validity period of the bid, Taletso TVET College has discretion to extend the validity period.	Accept	Do not accept

27

Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.	Accept	Do not accept

28

Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.	Accept	Do not accept

APPENDIX A – Pricing/Mark-up Schedule

Note to Bidders

Prices must be expressed in percentage (%) format, indicating the mark-up percentage to be applied on the actual cost (publisher/distributor/manufacture price).

For evaluation purposes, the total cost will be calculated as:

- Actual Cost + (Mark-up % × Actual Cost).

The mark-up margin may not exceed 35% of the base cost charged by the publisher, distributor, or manufacturer.

The 35% margin accounts for transportation, management, distribution, administration costs, and profit.

Upon allocation, appointed service providers will be required to submit proof of invoices from the publishers, distributors, or manufacturers supporting their pricing.

Failure to comply with the above pricing and documentation requirements may result in disqualification or non-consideration of the bid

No	Description	MARK UP PERCENTAGE ON COST	
1	Textbooks	%	Mark not applicable if you are not going to supply
2	Workshop machineries and equipment	%	Mark not applicable if you are not going to supply
3	Stationery & Other students related teaching and learning materials	%	Mark not applicable if you are not going to supply

Signature

Date