



MOPANI TVET COLLEGE
"EXCELLENCE IS ALWAYS OUR CHOICE"

TENDER NOTICE AND INVITATION TO TENDER

Mopani TVET College hereby invite bids from qualified and experienced service providers to tender for the service required by this institution as cited hereunder:

<u>Tender Number</u>	<u>Description of Service</u>	<u>Non-Refundable Bid Document Fee</u>	<u>Closing Date for All listed Tenders</u>	<u>Compulsory Information/Briefing Session for All listed Tenders</u>
MOPTVET2024/001	Supply of Rental Photocopier Machines to the College including Maintenance and Service for a Period of Thirty-Six (36 Months)	R300.00	Tuesday, 11 June 2024 at 11h00 (AM)	N/A

Tender documents will be available at a **Non-refundable fee of R 300.00 (VAT Included)** from **Tuesday, 21 May 2024**

Tender Documents are available in an Electronic Format only. Tender documents will be obtained by sending proof of payment to tenders@mopanicollege.edu.za. Bidders must include the tender number and full company name on the email when emailing the proof of payment. **Tender documents will be emailed to Bidders in PDF Format as soon as the payment is confirmed to have been received by the Finance Department on the below bank account.**

Payment for Tender documents must be made via Direct Bank Deposit or Electronic Fund Transfer (EFT) to: Mopani TVET College, ABSA Bank, Branch Code: 632005, Account Number: 405 485 1998, Reference Number: Bidder's Company Name. (If another bank except for ABSA is used for electronic fund transfer, please use the option for immediate payment for the payment to be cleared immediately).

PAYMENTS CUT OFF DATE IS FRIDAY, 7 JUNE 2024 AT 10H00 (AM). NO TENDER DOCUMENT WILL BE ISSUED FOR PAYMENT MADE AFTER THE PAYMENT CUT-OFF DATE.

Preferential Procurement Policy Framework Act No. 5 of 2011 of the Supply Chain Management Policy of Mopani TVET College will apply in the adjudication process. The evaluation of the acceptable bid will be conducted in the following two stages:

- Firstly, the assessment of the administrative criteria and mandatory criteria i.e., compliance criteria. A bidder who does not meet all the compliance criteria will not be assessed further and will be disqualified.
- Secondly, the assessment of functionality will be done in terms of the evaluation criteria. A bidder who scores less than **required points for functionality will be regarded as a non-responsive bid and will be disqualified.**
- The 80/20 Preferential Point System will apply for this tender.

Preferential Points will be awarded to a Tenderer for attaining the B-BBEE status level of contributor in accordance with the ***(80/20 Systems)***

Tenderers who are listed in the National Treasury register of defaulters will automatically be disqualified. It is compulsory to complete all the documents in full and attach all mandatory required documents. Failure to complete the documents in full and submit mandatory documents will result in Bidders being disqualified.

Technical and Tender Enquiries can be directed to:

- tenders@mopanicollege.edu.za

Sealed tender documents to be submitted into the Tender Box situated at Mopani TVET College – Corporate Centre (Main Reception), Cnr Combretum & Haarlem Street, Phalaborwa from Monday – Thursday, 07.30 to 16.30 and on Friday 07.30 to 13.30. Courier services must deposit the document in the tender box.

Correspondence will be limited to shortlisted tenderers only. Should you not be contacted by the College within 30 days of the closing date of the tender, please consider your proposal as unsuccessful.

Mopani TVET College does not bind itself to accept the lowest bid and reserves the right to accept the bid as a whole, in part or not at all. Mopani TVET College is committed to both principal and practical implementation of the Procurement Policy of Broad-Based Black Economic Empowerment (B-BBEE)

No Late, Electronic or Facsimile Tenders will be accepted by the College.