



Eastern Cape CET College

Eastern Cape Community Education & Training (CET) • Border Training Centre • 10 Mfana Road •
Eastern Cape • East London • 5219 • REPUBLIC OF SOUTH AFRICA • Website: <https://ec.cetc.edu.za> •
Email: Scm@ec.cetc.edu.za • Tel: [+27 43 753 0060](tel:+27437530060).

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR QUOTATION	RELOCATION OF OFFICE FURNITURE AND FILES FOR EC CET COLLEGE HEAD OFFICE.
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REFERENCE: RFQ/EC/CETC/HO/01/09/2026

CLOSING DATE: 02 OCTOBER 2026

CLOSING TIME: 11:00

**YOU ARE HEREBY INVITED TO QUOTE FOR THE REQUIREMENTS OF THE
EASTERN CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE
(EC CET College)**

**DESCRIPTION: RELOCATION OF OFFICE FURNITURE FOR EC CET COLLEGE HEAD
OFFICE.**

CONTACT DETAILS FOR DELIVERY PURPOSE

EC CET COLLEGE HEAD OFFICE	
Contact Person:	MS N Mdleleni
Contact number:	041 180 4081
Address From:	10 Mfafa Road NU1 Mdantsane East London 5219
Address To:	Portion of 1 st floor phase 4b Waverley Office Park Phillip Frame Road Chiselhurst East London 5247

REQUEST FOR QUOTE CONTACT PERSONS:

Enquiries should be directed to:

Ms. S Hlwatika Email: SHlwatika@ec.cetc.edu.za Tel: 041 180 4081 (Bidding process)

Ms N Mdleleni Email: nmdleleni@ec.cetc.edu.za Tel: 041 180 4074(Clarity on specification)

SUBMISSION OF DOCUMENTS

Quotations must be submitted via email to the following email addresses:

- i) **SHlwatika@ec.cetc.edu.za**
- ii) **scm@ec.cetc.edu.za**

Between **08h00-16h30**(Monday to Friday).

Closing date for quotation: 02 October 2026

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

THE FOLLOWING PARTICULARS MUST BE PROVIDED:

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CELLPHONE NUMBER TEL NUMBER

VAT REGISTRATION NUMBER EMAIL

NAME OF SIGNITORY.....

SIGNATURE OF BIDDER DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE INCLUDING VAT



RFQ NOTICE

RFQ DESCRIPTION	RFQ NUMBER	Enquiries	CLOSING DATE
RELOCATION OF OFFICE FURNITURE AND FILES FOR EC CET COLLEGE HEAD OFFICE.	RFQ/EC/CETC/HO/01/09/2 026	Ms. S Hlwatika Tell: 041-180 4081 Email: SHlwatika@ec.cetc.edu.za	02 October 2026
			CLOSING TIME:11:00am

Kindly provide me with a written quotation for the provision of services as detailed in the enclosed specification. The quotations must be submitted before 11:00am on your business letterhead or stamped with your business stamp. The quotations must be emailed to **SHlwatika@ec.cetc.edu.za/scm@ec.cetc.edu.za**

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE QUOTATION BEING DECLARED NON-RESPONSIVE:

- Valid tax clearance certificate and tax compliance status documents with pin from SARS must be attached.
- A copy of business entity registration certificate e.g. CK Document
- A certified ID copy/s of company directors not older than 6 months.
- Municipal Statement of accounts not older than three (3) months or Lease agreement if renting premises stating that the bidder is not obliged to pay municipal rates or letter from Ward Council confirming proof of address (rural areas bidders only).
- **Proof of registration with Central Supplier Database (CSD) full report must be attached.**
- **Separate quotation on a company letterhead.**
- **Completed SBD 4 fully.**
- **If the bid sum amount as per SBD.1 differs from SBD 3.1, it will automatically invalidate the offer submitted.**

Please note the following:

- This document must be completed with non-erasable ink. Any document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions as this may lead to Quotations being declared non-responsive.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
- DO NOT USE CORRECTION FLUID as this may invalidate your submission.

Evaluation Criteria for this procurement will be as follows:

- Phase 1 – No functionality evaluation
- Phase 2 - Price and Preferential Points System.

NB: stage 2 (Price Evaluation) will be evaluated.

Price Points	= 80
Specific goals	= <u>20</u>
TOTAL	=100

“On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023”

SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
Black ownership: An EME or QSE which is at least 51% owned by black people	3	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	5	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	5	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	5	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond to be awarded points) Medical certificate • SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the Eastern Cape	2	• Municipal rates account OR • Letter from councilor confirming residence or Lease Agreement
Non – submissions	0	• No points will be claimed if the bidders failed to submit the required documents

SPECIFICATION

BACKGROUND

The Community Education and Training (CET) Colleges came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the Department of Higher Education and Training (DHET). The PALCs became the Community Learning Centres (CLCs) and were merged under the CET Colleges.

The mandate of the Colleges is to provide quality and relevant Education and Training programmes for youth and adults to improve their livelihoods. The CET Colleges, through the CLCs, offer programmes that will ensure that students attain skills that will enable them to either find employment or establish their own enterprises which are Community needs based. The College is situated in the Eastern Cape in South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. The management structure of the College consists of the principal and three Deputy Principals. The CET College operates in accordance with the requirements laid down in the Continuing Education and Training Act, Act No.16 of 2006.

SCOPE AND DEFINITION OF WORK

The College seeks to appoint a suitable service provider for the relocation of office furniture and files. Service providers will be required to bring moving boxes, disassemble and assemble furniture and loading and off-loading of furniture and files. Below is a detailed Specification:

Asset description	Quantity
1.SUPPLY CHAIN	
RECTANGULAR DESK WITH D/H PE DRAWERS 32MM EDGING B/MAHOGANY	6
OFFICE CHAIRS	12
SUNBEAM AIR COOLER AND HEATER-MODEL: SCH -2000	3
2 DOOR STEEL CABINETS	2
4 DRAWERS STEEL CABINET	2
TENDER BOX	1
SCHOOL DESK	1
REXEL RSS2434 MERCURY SHREDDER 34L	1
2.DPF OFFICE	
DARK BROWN NOZARI 2 OFFICE CABINET	1
LUNAR H/B CHAIR S&T BLACK BONDED LEATHER	1
SAFE ALARMED SAFETY CABINET XL OFFICE	1
REXEL RSS2434 MERCURY SHREDDER 34L	1
ECONCENTRIC LITR DESK +L EXT LHS 2175X1750XE725H D/EUCALPTY/BLK	1
FLAT MONITOR 27-INCH FHD (1920X1080)	1
PEZZA VISITOR ARM CHAIRS MAROON CHAIRS MAROON	4
EXPRESS ROUND MEETING TABLE 1200X725H D/EUCALPTUS	1
BEVERAGE COOLER 85 L	1

3.P.A OF THE DPF	
XPRESS LITE RECTANGULAR DESK 1500X750X715H D/EUCALUPTUS WITH GLOBAL SLIM MOB PED 1F3SD	1
2 DOOR FILING CABINET	1
OFFICE CHAIRS	2
SUNBEAM AIR COOLER AND HEATER-MODEL: SCH-2000	1
PARROT 1200X900MM MAGNETIC YEAR PLANNER BUNDLE	1
4.PAYMENT	
XPRESS LITE RECTANGULAR DESK 1500X750X715H D/EUCALUPTUS WITH GLOBAL SLIM MOB PED 1F3SD	2
2 DOOR FILING CABINETS	6
OFFICE CHAIRS	3
HP LASER PRO MFP M283FDW PRINTER	1
5.ASD-ADMINISTRATION/DATA OFFICE	
RECTANGULAR DESK WITH D/H PE DRAWERS 32MM EDGING B/MAHOGANY	1
FILLING CABINET	1
OFFICE CHAIRS	2
SUNBEAM AIR COOLER AND HEATER-MODEL: SCH-2000	1
HP LASER PRO MFP M283FDW PRINTER	1
6.OFFICE OF THE PRINCIPAL	
BLACK LEATHER HIGH CHAIRS	9
OFFICE DESK	1
MEETING TABLE	1
FILLING WOODEN CABINET WITH GLASS	1
2 DOOR WOODEN CABINET	1
WOODEN STORAGE STAND	1
DEFY BAR FRIDGE	1
TV SCREEN	1
PRINTER	1
HP LASER PRO MFP M283FDW PRINTER	1
7.P.A OF THE PRINCIPAL	
IVY OFFICE DESKS	4
OFFICE CHAIRS	4
REXEL RSS2434 MERCURY SHREDDER 34L	1
SUNBEAM AIRCOOLER AND HEATER-MODEL: SCH-2000	1
DEFY MICROWAVE	1
OFFICE TELEPHONE	1
BINDING MACHINE	1
8.DATA- OFFICE ADMINS	
RECTANGULAR DESK WITH D/H PE 2 DRAWERS 32MM EDGING B/MAHOGANY	2
OFFICE CHAIRS	3
OFFICE STORAGE CABINETS	3

9.RECEPTION	
XPRESS-TECH RECEPTION UNIT 1800X827WX1084H D/EUCALYPT/BLK WITH GLOBAL SLIM MOB PED 1FT3SD	1
OFFICE CHAIRS	2
3 STEEL COMBINED CHAIRS	1
SUNBEAM AIR COOLER AND HEATER-MODEL: SCH-2000	1
10.ACADEMIC	
XPRESS LITE RECTANGULAR DESK 1500X750X715HD/EUCALUPTUS WIT GLOBAL SLIM MOB PED 1FT3SD	7
OFFICE TABLES	2
OFFICE CHAIRS	20
2 DOOR WOODEN CABINET	1
5 SHELF STEEL CABINETS	1
5 SHELF GREY CABINETS	3
SAMSUNG MICROWAVE	1
DEFY REFRIGERATOR	1
DERBY CHAIRS	80
REGTANGULAR FOLDABLE WOODEN TABLES	21
SLIDING DOOR WOODEN CABINET	1
SCHOOL DESK	1
STORAGE CONTAINERS	5
11.DEPUTY PRINCIPAL ACADEMIC	
RECTANGULAR DESK WITH D/H PE DRAWERS 32MM EDGING B/MAHOGANY	1
EXPRESS ROUND MEETING TABLE 1200X725H D/EUCALUPTUS	1
OFFICE CHAIRS	2
LUNAR H/B CHAIR S&T BLACK BONDED LEATHER	1
SUNBEAM AIRCOOLER AND HEATER-MODEL: SCH-2000	1
ALARMED XL STORAGE SAFE	1
4 DRAWER CABINET	1
WOODEN FLYER CABINET	1
DARK BROWN NOZARI OFFICE CABINET	1
12.PROJECT MANAGEMENT	
XPRESS LITE RECTANGULAR DESK 1500X750X715HD/EUCALUPTUS WITH GLOBAL SLIM MOB PED 1FT3SD	1
OFFICE DESK	2
OFFICE CHAIRS	3
13.PAYROLL	
OFFICE TABLE	3
OFFICE CHAIR	4
2 DOOR STEEL CABINETS	3
4 DRAWERS STEEL CABINETS	2
SUNBEAM AIR COOLER AND HEATER MODEL: SCH:2000	2
14.DATA INTERNS	
OFFICE DESKS	4
OFFICE CHAIRS	5

15.HR OFFICE-MS BOLO	
EXPRESS LITE RECTANGULAR DESK 1200X725H D/EUCALPTUS WITH GLOBAL SLIM MOB PED 1FT3SD	4
OFFICE CHAIR	6
2 DOOR FILING CABINET	1
2 DOOR WOODEN CABINET	1
5 DOOR FILING CABINET	3
6 DOOR FILING CABINET	2
STEP LEDDER	1
SHREDDER	1
16.HR OFFICE-MS ZOLEKA	
EXPRESS LITE RECTANGULAR DESK 1200X725H D/EUCALPTUS WITH GLOBAL SLIM MOB PED 1FT3SD	1
2 DOOR FILING CABINET	1
4 DRAWER STEEL CABINET	1
L-SHAPED DESK LEATHER INLAY-MELNIN	1
OFFICE CHAIRS	2
STEP LEDDER	1
SHREDDER	1
17.HR OFFICE-MS MDLELENI	
EXPRESS LITE RECTANGULAR DESK 1200X725H D/EUCALPTUS WITH GLOBAL SLIM MOB PED 1FT3SD	1
2 DOOR FILING CABINET	1
OFFICE CHAIR	1
18.HR OFFICE-MS MTSHIXA	
REGTANGULAR DESK WITH D/H PE DRAWERS 32MM EDGING B/MAHOGANY	2
4 DRAWER FILING CABINET	1
OFFICE CHAIRS	3
SUNBEAM COOLER AND HEATER-MODEL: SCH-2000	1
19.DEPUTY PRINCIPAL CORPORATE SERVICES	
GOF FURNITURE 1 CARTER OFFICE LIBRARY-BROWN	1
ECONCENTRIC LITR DESK+ L EXT LHS 2175X1750XE725H D/EUCALPTY/BLK	1
EXPRESS ROUND MEETING TABLE 12000X725H D/EUCALPTUS	1
BLACK BONDED LEATHER HIGHCHAIR	1
PEZZA VISITOR ARCHAIRS BLACK	2
DEFY BAR FRIDGE 93L	1
20L RUSSEL HOBBS MICROWAVE	1
FLAT MONITOR 27-INCH FHD (1920X1080)	1
19.IT AND PARTNRSHIP OFFICE	
EXPRESS LITE RECTANGULAR DESK 1200X725H D/EUCALPTUS WITH GLOBAL SLIM MOB PED 1FT3SD	2
OFFICE TABLE	1
OFFICE CHAIR	6
SUNBEAM AIR COOLER AND HEATER-MODEL: SCH-2000	3

21.MARKETING OFFICE	
2 GAZEBOS	2
2 BACKDROP BANNERS	2
2 SLIMLINE BANNERS	2
2 POP UP BANNERS	2
4 SHARKFIN FLAGS	4
3 FOLDABLE TABLES	3
1 SPEAKER WITH TWO MICROPHONES	1
2 UMBRELLAS	2
22.KITCHEN	
240L DEFY METALLIC SILVER FRIDGE	1
KITCHEN CHAIRS	3
MICROWAVE-SAMSUNG	1
MICROWAVE-DEFY(NOT WORKING)	1
SUNBEAM AIR COOLER AND HEATER-MODEL: SCH-2000	2

Delivery Timelines: Please provide delivery timelines/day.....

PRICE SCHEDULE-FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICES, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

BIDDER: _____ BID NO _____

Closing Time 11:00am

OFFER TO BE VALID FOR..... DAYS FROM THE CLOSING DATE OF BID.

List what you quote for on the below table.

ITEM	Unit Price	Total Amounts in Rands Vat Incl.

VAT (If VAT registered)

TOTAL (To be carried to SBD1)

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Total must be transferred to SBD 1, failure to do so will lead to the bid/RFQ being disqualified.

Pricing Instructions: The proposal must be inclusive of all costs including i.e. delivery fees and disbursements.

1.1. By signing the Price Schedule, a bidder warrants that:

- 1.1.1. The relevant quotation is correct.
- 1.1.2. the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document.
- 1.1.3. The rate(s) and price(s) cover all the supplier's obligations under a resulting contract, including all disbursements.
- 1.1.4. any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the supplier's risk.
- 1.1.5. The total price quoted must be VAT inclusive

SIGNED at _____(place) on the _____ day of _____, 20_____.

Signature

Date

Print name: _____
On behalf of the Supplier (duly authorized)

General

1. This RFQ is not intended to form the basis of a decision to enter into any transaction involving EC CET COLLEGE and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter any legal relationship with any person.
2. The RFQ has been compiled by EC CET COLLEGE and is being made available on the same basis to all Bidders.
3. Bidders submitting a Bid in response to this RFQ will be deemed to do so on the basis that they acknowledge and accept the terms set out below. Neither EC CET COLLEGE nor their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparation or submitting a Bid in response to the RFQ.
4. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the RFQ document.
5. Kindly note that EC CET COLLEGE is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date.
6. The EC CET College reserves that right not to accept the lowest bid price of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of output and services and who is financially advantageous to EC CET COLLEGE.
7. The EC CET COLLEGE reserves the right to accept any Bid as a whole or in part. Where a Bid is accepted in part, the price shall be adjusted in accordance with the pricing schedule indicated on the Bid.
8. The EC CET COLLEGE also reserves the right to award this bid to a pure empowerment entity.
9. All communication and attempts to solicit information of any kind relative to this document should be in writing and channeled to:SHlwatika@ec.cetc.edu.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
 2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, shareholder etc):
.....
 - 2.4 Company Registration Number:
.....
 - 2.5 Tax Reference Number:
.....
 - 2.6 VAT Registration Number:
.....
- * "State" means –
- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 - (b) any municipality or municipal entity;
 - (c) provincial legislature;
 - (d) national Assembly or the national Council of provinces; or
 - (e) Parliament.
- 2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**
 - 2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:
 Name of state institution to which the person is connected:
 Position occupied in the state institution:

Any other particulars:

.....
.....

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation ? **YES/NO**

2.9.1 If so, furnish particulars.

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.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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2.11. Do you or any of the directors' /shareholders/ members of the company have any interest in any other related companies whether they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars.

.....
.....

DECLARATION

I, THE UNDERSIGNED
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1
ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23
OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

..... Signature	 Date
..... Position	 Name of bidder