

Experienced service providers are hereby invited to tender for Northern Cape Urban TVET College (NCUTVET) on the below

DEVELOPMENT AND IMPLEMENTATION OF A NEW QMS/OHS MANAGEMENT SYSTEM: NCUTVET 2021/02

1. OVERVIEW

Northern Cape Urban TVET College intends appointing a QMS/OHS service provider in order to ensure that QMS processes are operating effectively
The QMS/ OHS service provider will report to the Accounting Officer and QMS/OHS Manager.

2. TERMS OF ENGAGEMENT

The contract for QMS/OHS services will be effective from **1 May 2021 until 30 October 2021 (6 months)** .

Northern Cape TVET College reserves the right to extend the contract for a further period not exceeding three (3) months, following satisfactory delivery of service specified in the letter of engagement and SLA.

3. PURPOSE OF THE QMS/OHS SERVICES

The purpose of QMS/OHS services is to assist the College to be **(ISO 9001:2015)** and **(ISO 45001:2018)** compliant.

4. MANDATORY REQUIREMENTS

Interested service providers wishing to be considered must demonstrate and/or submit the following:

- Demonstrate the capacity to perform QMS/OHS implementation in accordance to the (ISO 9001:2015) and (ISO 45001:2018) Standards
- It is required from the service provider to develop, implement and train College staff on the new QMS standards
- Complete and submit the official bid documents of the NCUTVET College.
- The following documents, filed in this order, must accompany the bid
 - a) CIPCO Documents
 - b) Valid tax clearance certificate
 - c) BBBEE certificate
 - d) A recent copy of the business account or copy of rental agreement as proof of address
 - e) Declaration of interest form
 - f) Preference point form for those who want to claim preference points

- g) Declaration of bidders past supply chain management practice form
- h) Proof that they are registered on the NCU TVET College and National Treasury (CSD) supplier database. Proof of NCU TVET registration can be obtained at 35 Long Street.
- i) A valid proof of payment of a non-refundable fee of R1500.00 payable through bank deposit or EFT.
- j) Submit a list and letters from the references who are in the Sector (TVET)

NB: The bid documents of any bidder who fails to comply with these bid requirements will be regarded as non-responsive and will not be considered.

5. COMPULSORY BRIEFING SESSION

To be held at Northern Cape Urban TVET College (Central Office) – 37 Long Street. Kimberley

Tender Reference Number	Tender Description	Compulsory Briefing Session
NCUTVET 2021/02	Provision of QMS/OHS Services	31 March 2021,10:00

6. COLLECTION OF BID DOCUMENTS

Tender documents are available at a non-refundable fee of R1500.00 payable through a bank deposit or EFT and may be collected from the Central Office, Finance Department, 37 Long Street, Kimberley.

Bank details are as follows: ABSA Bank, Branch Code: 632005, A/c No.:940590833, A/c holder: NCU TVET COLLEGE (Please quote tender reference number: “NCUTVET 2021/02 & company name).

All inquiries must be directed to: **Mr P Brand at 053-839 2064 or email: pbrand@ncutvet.edu.za**

The NCU TVET College reserves the right to withdraw, cancel or not award any proposal issued.

7. SUBMISSION OF BID DOCUMENTS

One original plus three copies of the bid documents must be provided and sealed in a clearly marked envelope/package “ **QMS/OHS Services, Bid Reference Number 2021/02**”

Sealed envelopes/package must be deposited only in the tender box at the Northern Cape Urban TVET College’s Central Office, which is located at 37 Long Street, Kimberley.

NO FAXED, EMAILED OR LATE APPLICATIONS WILL BE DISQUALIFIED FROM THE BIDDING PROCESS.

Closing Date	Closing Time
Tuesday, 13 April 2021	12H00

8. CORRESPONDENCE

Correspondence will only be limited to shortlisted applicants only.

Should you not be contacted by the College within 30 days of the closing date of the tender, please consider your proposal unsuccessful.

9. DISCLAIMER

Northern Cape Urban TVET College is not binded to accepting the lowest bid and reserves the right to accept the bid as a whole, in part or not at all.

The Northern Cape Urban TVET College is committed to both the principle and practical implementation of the Procurement Policy of Broad-Based Black Economic Empowerment (BBBEE).