



ORBIT TVET COLLEGE

REQUEST FOR QUOTATION NO REQ 10691: REMOVAL OF OLD AIR CONDITIONERS AND INSTALLATION OF THE NEW ONES AT ORBIT TVET COLLEGE – CENTRAL OFFICE.

1. INVITATION

ORBIT TVET College – Central Office invites service providers to submit a written price quotation/proposal for Supply of Air Conditioners.

- 1.1 The quotation must be valid for 30 calendar days.
- 1.2 All prices should be VAT inclusive.
- 1.3 **No Compulsory briefing session will be held.**
- 1.4 Closing date of proposal is on **Wednesday, 03 December 2025 at 11H00am.**

Quotations must be emailed to: scm@orbitcollege.co.za, Marked **REQ 10691: REMOVAL OF OLD AIR CONDITIONERS AND INSTALLATION OF THE NEW ONES AT ORBIT TVET COLLEGE – CENTRAL OFFICE.**

Failure to submit to the above stated e-mail address will automatically disqualify your proposal/quotation.

1.5 **All enquiries must be directed to:**

Mr Clifford Sebopelo
Tel 014 597 5500
Email csebopelo@orbitcollege.co.za

2. STATUTORY NON-TECHNICAL MANDATORY REQUIREMENT

- 2.1 Valid Tax Compliance status Certificate – Pin Issued
- 2.2 CIDB Grading of 1ME or Higher.
- 2.3 Completed and Signed SBD 4 Form (Bidder's Disclosure)
- 2.4 BBBEE Certificate (Sworn Affidavit of BBBEE Status Level or SANAS BBBEE Certificate)

2.2.1 TO QUALIFY FOR PREFERENTIAL POINTS

Should you be recommended, you will be expected to submit an Original Sworn Affidavit of BBBEE Status Level or Original Certified Copy of a BBBEE certificate issued.

3. TERMS AND CONDITIONS

- 3.1 No late submissions will be accepted.
- 3.2 Quotations should only be submitted to: scm@orbitcollege.co.za.
(Failure to submit to the above stated e-mail address will automatically disqualify your proposal/quotation)
- 3.3 Service Provider should note that should they be recommended to render the service needed they will be required to complete the College database form obtainable from the College website

(www.orbitcollege.co.za) in order for the College to issue official Purchase Order from the College system.

4. EVALUATION CRITERIA

4.1 Price and Preferential Procurement

The quotations will be evaluated on the 80/20 basis, where 80 points will be assigned for the lowest price and the 20 points based on the Preferential Procurement Status level Certificates



12 NOVEMBER 2025

SPECIFICATION FOR AIR CONDITIONERS

Remove old air conditioners then supply and install new air conditioners

No.	AIR CONDITIONERS	QTY	OFFICE
1	Cassett Split Unit 24 000 BTU	1	Reception
2.	Cassett Split Unit 24 000 BTU	1	Finance pool
3.	Air conditioner 18 000 BTU	1	Vocational Programmes office
4.	Air Conditioner 18 000 BTU	1	Extra Curricular office
5.	Air Conditioner 32 000 BTU	1	SCM Pool office Ground floor
6.	Air Conditioner 32 000 BTU	1	Student Support pool office
7.	Air Conditioner 18 000 BTU	3	Corporate Communications office

One(1) year warranty and one(1) year service plan

Regards

GM PHOKU
OFFICE ADMINISTRATOR

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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