

---

**NKANGALA TVET REQUIRE THE SERVICE OF PROFESSIONAL SERVICE PROVIDER TO  
SUBMIT REQUEST FOR OFFERS FOR THE SERVICE OF PHOTOGRAPHIC FOR GRADUATION  
CEREMONIES FOR THE PERIOD OF THREE (03) YEARS.**

**NKTVET/RFO/2025/08/05/02**

---

**PLEASE INDICATE NAME OF YOUR COMPANY**

---

**RFO AMOUNT INCLUSIVE OF VAT R\_\_\_\_\_**

**NKANGALA TVET REQUIRE THE SERVICE OF PROFESSIONAL SERVICE PROVIDER TO SUBMIT REQUEST FOR OFFERS FOR THE SERVICE OF PHOTOGRAPHIC FOR GRADUATION CEREMONIES FOR THE PERIOD OF THREE (03) YEARS.**

<b>RFP NUMBER:</b>	<b>NKTVET/RFO/2025/08/05/02</b>
<b>RFP ISSUE DATE:</b>	<b>18 MAY 2025</b>
<b>CLOSING DATE AND TIME:</b>	<b>26 AUGUST 2025                      TIME: 11H00</b>
<b>RFP VALIDITY PERIOD</b>	<b>90 DAYS</b>
<b>DESCRIPTION:</b>	<b>NKANGALA TVET COLLEGE, REQUEST FOR OFFERS FOR PHOTOGRAPHIC SERVICE FOR GRADUATION CEREMONIES FOR NKANGALA TVET COLLEGE FOR A PERIOD OF THREE (03) YEARS.</b>
<b>RESPONSES TO THIS RFP SHOULD BE:</b>	<b>PLACED IN THE TENDER BOX AT THE RECEPTION AT THE CENTRAL OFFICE, 06 CNR HAIG &amp; NORTHEY STREET, WITBANK ,1035 BY NOT LATER THAN  26 AUGUST 2025      TIME: 11H00</b>
<b>ENQUIRIES</b>	<b>Mr.M Maraba <a href="mailto:maraba.m@ntc.edu.za">maraba.m@ntc.edu.za</a> <u>013 6901885</u></b>

## **Table of Contents**

<b>1. Introduction</b>	3
<b>2. Objective</b>	3
<b>3. Scope of Work for Photographic Services</b>	3
<b>4. Product delivery and Collection</b>	3
<b>5. Compulsory Returnable document</b>	3
<b>6. Basic Terms and Conditions</b>	4
<b>7. Responsibility for Sub-Contractors and Bidder's Personnel</b>	4
<b>8. Notice to Bidders</b>	4
<b>9. Condition for Selection/Short-Listing</b>	4
<b>10. Functionality Criteria</b>	5
<b>11. Detailed Price Schedule</b>	6
<b>12. Formula</b>	7-8
<b>13. SBD FORMS SBD 4- Declaration of</b>	9-11
<b>14. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices</b>	12-13
<b>15. SBD 9 Certificate of Independent Bid Determination</b>	14-16

## 1. INTRODUCTION

Nkangala TVET College invites prospective suppliers to serve in the **panel of two (02)** to provide service of photographic for the period of three (3) years, to be extended for the period of two (2) years based on their performance.

## 2. OBJECTIVE

The primary objective is to appoint a reputable service provider (photographic) for Graduation Ceremonies.

## 3. SCOPE OF WORK FOR PHOTOGRAPHIC SERVICES

The successful bidder(s) is required to perform the following services for Photographic at Graduation ceremonies:

- 3.1.1. Photograph every graduate on stage irrespective whether they want to order their photographs or not.
- 3.1.2. Graduate latest details should be recorded, married with their photographs and kept on computer network.
- 3.1.3. Graduate can order their photographs anytime within the next 5 years.
- 3.1.4. Photographers need to work directly with the graduate.
- 3.1.5. Each graduate receives proof photography of all photographs taken of them free of charge.
- 3.1.6. Graduates be able to get their pictures online / any social network platform.
- 3.1.7. Graduates be able to pay with card, EFT and cash.
- 3.1.8. Family photographs to be taken before and after the graduation. Not during ceremony
- 3.1.9. Arrive 3 hours before the starting time and then again after.
- 3.1.10. Paid orders received on the day of the graduation been posted within 30 days.

## 4. PRODUCT DELIVERY AND COLLECTION

- 4.1. The Supplier shall be responsible to coordinate the delivery and collection (i.e. administrative office, loading dock) and logistical arrangements (e.g. delivery and collection to and from the proposed venue by the college to ensure on-time delivery of the order for the smooth execution of the college graduation ceremony (exact venue address details will be confirmed).

## 5. COMPULSORY RETURNABLE DOCUMENTS

- 5.1. RFP documents with initials every page
- 5.2. Fully completed pricing schedule (Bill of Quantity)
- 5.3. CSD Report summary/detail (not older than three (3) months to verify the following items:
- 5.4. Attach proof of payment for the purchased of the tender document. **An amount R300.00 non-refundable, payable to the following Bank Account: ABSA Bank, Account number: 4087908300, Branch Code: 632005 NB: Reference must be in the name of bidding company**
- 5.5. Company Registration Documents (If a Joint Venture, joint venture agreement) in case of a joint venture all the parties must comply with all the requirements as stated
- 5.6. Board resolution (provide a valid board resolution if not a sole Proprietor)
- 5.7. The following documents must be completed and signed where applicable and submitted as a complete set: **SBD FORMS**

## 6. BASIC TERMS AND CONDITIONS

- 6.1. To ensure that the bid is not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents.
- 6.2. Bid documents must be sealed and externally marked with: **PROVIDE SERVICE OF PHOTOGRAPHIC** bid no: **NKTVET/RFO/2025/08/05/02** and placed in the Bid Box at Central Office, 06 Cnr Haig & Northey Street, Witbank, 1035 not later than the closing date and time as advertised. at which hour the bids will be opened in public in the staff room, Ground Floor, at the mentioned address.
- 6.3. Nkangala TVET College reserves the right not to consider any bid not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part.

## 7. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

- 7.1. A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that Nkangala TVET College allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and Nkangala TVET College will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors

## 7. NOTICE TO BIDDERS

### **NB: Very Important Notice on Disqualification Process**

A bid not complying with the peremptory stated hereunder will be regarded as not being an "Acceptable bid", and as such will be rejected. ("Acceptable bid" means any bid, which, in all respects, complies with conditions of bid and specifications as set out in the bid documents.

### **A Bid will be disqualified:**

- 7.1. If any pages have been removed from the bid document, and have therefore not been submitted, or copy of the original bid document has been submitted.
- 7.2. If the bidder or director is restricted to do business with government, and/or the director is a state employee.
- 7.3. If the bidder is not tax compliant, based on tax laws of South Africa. If the bidder has been submitted either in the wrong bid box or after relevant closing date and time.
- 7.4. If the bidder did not submit documents as per clause 2.3 (compulsory returnable documents).
- 7.5. A bidder scores less than 70 percent on functionality criteria as per clause 9. (Functionality Criteria).

## 8. CONDITIONS FOR SELECTION/SHORT-LISTING

- 8.1. Bids submitted will be adjudicated by Nkangala TVET College using 80/20 functionality scoring system that awards points in line with the guidelines of the Supply Chain Management covering the Following items.
- 8.2. Functionality will be evaluated as follows: Minimum points/score for functionality is 70 percent and any bidder that scores below 70 percent will be disqualified for further evaluation

**9. Functionality will be evaluated as follows:**

**Minimum points for functionality is 70 points and any bidder that scores below 70 points will be disqualified.**

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATED</b>
<p>Provide five (05) Company Experience on service of photographic for Graduation Ceremonies, to a University or equivalent (TVET Colleges, Commercial, educational, hospitality) with successful delivery of similar scale and requirement as set out in the scope of work. Indicate your years of experience in providing these services.</p> <ul style="list-style-type: none"> <li>• 5 Reference letters = 50 Points</li> <li>• 4 Reference letters = 40 Points</li> <li>• 3 Reference letters = 30 Points</li> <li>• 2 Reference letters = 20 Points</li> <li>• 1 Reference letters = 10 Points</li> </ul>	<b>50</b>
<p><b>Submit Business profile that must include</b> <i>(Provide details of your resource proposal for the onsite teams including the volume of staff and type of staff (admin support or other) that would be present at the main venue, holding (visitor) venue and mobile studios to ensure that the service delivered meets expectations.</i></p> <p>Business profile = 20 points Non submission = 0 points</p>	<b>20</b>
<p>Provide Relevant qualification in photograph</p> <p>Qualification =10 points Non-Submission =0 points</p>	<b>10</b>
<p><b>Locality</b></p> <p><b>Locality points will be awarded based on Company Registration (CK) address</b></p> <p><b>Locality ( Nkangala Region)</b> =20 points Locality (<b>Mpumalanga province</b>) =15 points Outside the province = 10 points</p>	<b>20</b>
<b>Total points</b>	<b>100</b>

## 10. DETAILED PRICE SCHEDULE

Pricing must include items listed in the below table:

**NB: Please note that number of students who are graduating will be provide to successful bidders, your price must be fix for three (3) years.**

Items	Description	Quantity	Unit price	Total price
1	PACKAGE A STAGE – three (3) stage of photo	1		
2	PACKAGE B STAGE – Portrait Proto (A2)	1		
3	PACKAGE B STAGE – Portrait Proto (A3)	1		
4	PACKAGE B STAGE – Portrait Proto (A4)	1		
	SUB-TOTAL			
	VAT			
	GRAND TOTAL (RFO AMOUNT)			

#### 11. FORMULA:

$$\frac{\text{Allocated points}}{\text{Total weight}} \times 100 = \text{PERCENTAGE}$$

#### Stage 2: Price and BBBEE Preference Points

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework act.

Price	80 points
Preference (BBBEE)	20 points
Total	100 points

#### FORFULA:

$$\frac{\text{Allocated points}}{\text{Total weight}} \times 100 = \text{PERCENTAGE}$$

#### 3.2 Stage 2: Price and BBBEE Preference Points

Nkangala TVET College encourages black economic empowerment through providing opportunities to historically disadvantaged individuals, by unfair discrimination on the basis of race, gender and disability including the implementation of programmers of the Reconstruction and Development Programmers published in Government Gazette No. 16085 dated 23 November 1994

#### POINTS AWARDED FOR SPECIFIC GOALS

Table 1: Allocation of points for B-BBEE status level of contributor and Specific goals for the tender, evaluation and points claimed are indicate per the table below.

(Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.



The specific goals allocated points in terms of this tender.	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)
<b>B-BBEE Status level of Contributor</b>	<b>5</b>	<b>10</b>
<b>1</b>	<b>5</b>	<b>10</b>
<b>2</b>	<b>4</b>	<b>9</b>
<b>3</b>	<b>3</b>	<b>8</b>
<b>4</b>	<b>2</b>	<b>7</b>
<b>5</b>	<b>1</b>	<b>6</b>
<b>6</b>	<b>1</b>	<b>4</b>
<b>7</b>	<b>1</b>	<b>2</b>
<b>8</b>	<b>1</b>	<b>1</b>
<b>Non-Compliant Contributor</b>	<b>0</b>	<b>0</b>
<b>SPECIFIC GOALS</b>	<b>5</b>	<b>10</b>
<b>Youth</b>	<b>5</b>	<b>10</b>
<b>People living with Disabilities</b>	<b>5</b>	<b>10</b>
<b>Women</b>	<b>4</b>	<b>7</b>
<b>Historically Disadvantaged persons</b>	<b>3</b>	<b>6</b>

## 20.2. B-BBEE Certificates

**NB:** If your disability status on the CSD is “Yes”, you must provide proof of evidence from registered medical practitioner in order for points to be allocated accordingly.

## 12. SBD4 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 interest<sup>1</sup> 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 institution	State

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 consortium<sup>1</sup> will not be construed as collusive bidding.

#### SBD4

- 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 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

### 13. SBD 8 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

#### 14. SBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder



## SBD 9

6. 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 consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

**<sup>3</sup> 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.**

## SBD 9

10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder