



Tel : +27 47 401 6400
Fax : +27 47 401 6431
Email: info@kinghintsacollege.edu.za

REQUEST FOR QUOTATION

RFQ NO: KHC/RFQ/01/2025

RFQ NAME: APPOINTMENT OF SRC ELECTION SERVICE PROVIDER, REVIEW OF THE SRC CONSTITUTION AND REFRESHER TRAINING.

Specification Enquires: Mr KM Picane

Contact Details: 047 401 6485

Email: kpicane@khc.edu.za

SCM Queries: Mr. N Mlokoti

Contact Details: 047 401 6400

REQUISITION SPECIFICATION

Appointment of an independent election Service Provider, review of the SRC Constitution and refresher training.

ITEM	FULL DESCRIPTION	QUANTITY
Election Service Provider	Pan, Conduct and deliver SRC election in 05 Campuses: - 1. Teko Campus 2. Msobomvu Campus 3. Centane Campus 4. Willowvale Campus 5. Dutywa Campus	01
Constitution Review	The successful bidder will also be required to review SRC Constitution for the next 3 years	01
Refresher training	The Successful bidder is required to conduct a refresher training.	01

Important information:

Please submit the following compliance documents:

Mandatory requirements

1. Valid SARS Tax Clearance Certificate or pin
2. Central Supplier Database Registration proof (all report pages)
3. Copy of company registration certificate
4. Completed SUPPLIER declaration forms (SBD 4 Obtainable from the website)
5. Public Liability Insurance Certificate

6. Reference requirements: Minimum of three reference letters from institutions of higher learning where similar service of SRC Elections and Training were rendered. (Letters should not be older than 5 years), minimum of three reference letters from institutions of higher learning where similar service of Constitution review was conducted successfully (Letters should not be older than 5 years) and minimum of three reference letters from institutions of higher learning where similar service of SRC training. (Letter should not be older than 5 years)

Additional requirements

1. Completed SBD 6.1 Preferential points claim form and submission of applicable documents outlined on Specific goals document (Obtainable from the website)
2. Certified copy/ies of ID of director(s) (not older than 6 months certification)
3. Company Profile

All quotations and compliance MUST be emailed to the following address: nmlokoti@khc.edu.za

Closing Date: 22 January 2025 **Time: 10:00am**

PLEASE NOTE THAT NO LATE SUBMISSION WILL BE ACCEPTED