



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

REQUEST FOR QUOTATION

RFQ Name: Appointment of service providers for the provision of Courier Services at King Hintsa TVET College for a period of 36 months (3 years)

RFQ Number: KHC/RFQ/25/2024

Specification Enquires: Mrs. N. Mantshule

Contact Details: 047 401 6400

Email address: nontsaphom@khc.edu.za

SCM Enquiries: Ms N. Maseme

Contact No: 047 401 6400/6437

Email address: nmaseme@kinghintsacollege.edu.za

SPECIFICATION

ITEM 1	FULL DESCRIPTION	FREQUENCY
	<ol style="list-style-type: none"> 1. The service provider must be able to collect goods/documents from door to door with their own transport. 2. Must be able to collect the parcels from the College as & when required to do so. 3. Must be able to follow up on parcels not received on the expected dates, e.g. examination scripts to be delivered to marking centres 4. Must be able to collect parcels from various provinces 5. Must be able to supply the College with courier envelopes, waybills and tracking labels 6. Must be able to deliver & collect parcels to and From remote areas as well. 7. Must ensure prompt deliveries with no delays that will have a detrimental impact to the operations of the College. 	As and when required.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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IMPORTANT INFORMATION:

Please submit the following compliance documents:

MANDATORY RETURNABLE DOCUMENTS

1. Valid SARS Tax Clearance Certificate or pin
2. Proof of Central Supplier Database Registration (all report pages and NOT summary report)
3. Completed SUPPLIER declaration forms (SBD 4) (Obtainable from the Colleges' website)
4. Copy of company registration documents (CK's)

Other requirements:

- Certified copy of ID of director/s (certification not older than 6 months)
- Completed SBD 6.1 Preferential points claim form (Obtainable for the Colleges website)
- Company profile detailing previous courier experiences

Closing date of quotations: 10 March 2025, 14:00

Quotations must be emailed to: nmaseme@khc.edu.za

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED



PRICING SCHEDULE:

RFQ NAME: Appointment of service providers for the provision of Courier Services at King Hintsa TVET College for a period of 36 month 3 (years)

RFQ NUMBER: KHC/RFQ/07/2025

1. Domestic (overnight express ON1)

Area	Minimum Charge	Minimum KG included	Price per ½ KG thereafter
Major Centers	R	2	R
Metropolitan areas	R	2	R
Regional areas	R	2	R
Intra- Regional	R	2	R

2. Economy Road (DBC)

Area	Minimum Charge	Minimum KG included	Price per ½ KG thereafter
Major Centers	R	2	R
Metropolitan areas	R	2	R
Regional areas	R	2	R
Intra- Regional	R	2	R



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3. Surcharges:

Same day Express Major	R
Same day experience – Local	R
Same day – Regional	R
Drive away	R
Afterhours	R
Early delivery	R
Saturday delivery	R
Embassies	R

4. Volumetric Factors:

Domestic Overnights Express Internal Services	R
Domestic Economy Road Cross-border Road Services	R
International Air cargo Heavyweight freight services	R

PRICES TO INCLUDE VAT:

Name of service provider:

Signature:.....

Date:.....