



higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY**  
**TVET COLLEGE**

### **REQUEST FOR QUOTATION: STATIONERY**

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to [quotations@bccollege.co.za](mailto:quotations@bccollege.co.za).

**TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT.**

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Declaration forms (SBD 4, 8 and 9)
- Certified BEE certificate (0 points will be awarded for BEE certificates that are not certified)
- Valid Tax Clearance Certificate
- CSD report
- Company Registration
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification

**Closing Date: 30 January 2023 at 12:00 Pm. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED**

Enquiries: Ms Weziwe Gwabavu / Zimkhitha Jikwana

043 704 9241

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**Request for quote**

18 January 2023

Qty	Description
6	Staples No. 26/6 box of 5000
60	Pilot V Board Master refills RED
60	Pilot V Board Master refills BLUE
60	Pilot V Board Master refills BLACK
60	Pilot V Board Master refills GREEN
10	Whiteboard eraser
5	Prestik 100G
1	Paperclips 33 mm silver 200
5	SelloTape Masking Tape (18mm x 40m)
3	SelloTape buff tape 48mm x50m CLEAR
5	Correction fluid 20ml
5	2 hole paper punch medium
5	REXEL Easy Touch Half Strip Stapler 26/6
1	BIC CLIC MEDIUM BLACK BALL PEN BOX OF 60
1	BIC CLIC MEDIUM RED BALL PEN BOX OF 60
5	Stainless steel scissors 16cm
3	Double sided tape 24mm x 1m
5	Whiteboard cleaner spray 250ml
5	Microfiber cloth 5 pack
20	Box of A4 paper (5 reams)
1	Staedtler Tradition HB Pencil - Box of 12
6	Staedtler 52650 Mars Plastic Eraser

**Please attach:** Certified copy of BBBEE Certificate/Affidavit, CSD,  
Tax clearance and Bank confirmation letter not older than 3 months.  
Completed SBD4, SBD8, SBD9 forms.

Date of submission: Within 2 weeks from the issue of purchase order

**Requestor**

**Responsibility Manager**

N. Seku

X. Madliki

**Section Manager**

**Acting AD: SCM**

  
P. Mawila  
20/01/2023  
Z. Likwaga  
23/01/2023