



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: STATIONERY

(EAST LONDON CAMPUS)

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to 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: 18 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



31-Oct-22

BUSINESS STUDIES STATIONERY 2023

ITEM	DESCRIPTION	QTY	TOTAL
A3 Thick pages	White, Blue, Green, Red, Orange	4 Reams each	4
A4 Colour papers	Bright yellow, Bright blue	1 Box each	2
Arch Lever files	Red, Blue, Green, Yellow, White, Orange	20 Each colour	120
Big Cellotape	Large (Clear)	20	20
Bronchure Holder A4	Bantax B208800008	10 Boxes	10
File Dividers	Blank A4	10 Packet	10
Exam Pads	Punched	60	60
Exam Paper With Double Page	Feint & margin A4	30 Boxes	30
Highlighters	Yellow	4 Boxes	4
Labels	A4 210x 298 (1 UP)	4 Packet	4
Laminating Film	A4	5 Boxes	5
Manilla Folders	Different colours(3 of each)	20	20
Paper Clips	Small	10 Boxes each	20
Pencils	HB pencils	50	50
Bic Clic medium ball pens	Black, Red, Blue, Green	10 Boxes each	10
Pilot Pens	Black (G 207)	3 Boxes	90
Plastic Carry Folders	Orange, Pink, Blue, green	500	500
Pritt	Glue stick large	10 Boxes	10
Punch Heavy duty	2 Holes	2	2
Whiteboard Marker board master refills	Black, Blue, green, Red	20 Boxes each	20
Rubber bands	Size 38	20 Packets	20
Rulers	30cm	120	120
Erasers	Rubber	120	120
Scissors	Big	5	5
Staplers	Standard (28/6)	90	90
Staples	Standard staples (28/6)	40 Boxes	40
White Board marker board master refillable	Black, Blue, green, Red	20 Boxes each	20
A4 Graph Paper		100 Pages	100
Whiteboard Duster	Code: BA0101Eraser whiteboard	20 Boxes	20
Hard Cover Book	72 pages	100	100
Prestik	Bostik	12 Boxes	12
Tape Cassette for label machine	Red, Blue, green, orange	5 Tape Cassette	5
Drawing Pins	Thumb tracks	10 Boxes	10

PART-TIME - STATIONERY 2023

ITEM	DESCRIPTION	Boxes
White Board Markers	Green	5 Boxes
White Board Markers	Blue	5 Boxes
White Board Markers	Black	5 Boxes
White Board Markers	Red	5 Boxes
Paper Clips	100'S	3 Boxes
Message Slips		2 Boxes
Lined papers	double sheets A4	6 Boxes
Plastic Envelopes	10 different colours	60
Bic Pen	Red & Black	4 Boxes
Pencils	HB pencils	1 Boxes
Feint & Margin Fly Paper	A4	4
Ring Binders	12.5m (A4 X 100mm) Black	1

Tipex		
Ruler	30CM	2
Staples	26/6	3
Stapler	26/6	4
		3

Please attach : Certified copy of BBBEE Certificate / Affidavit , CSD, and Bank Confirmation letter, Tax clearance
 Complete SBD Forms : SBD4 ,SBD8,SBD9

NB: The quotation must be dated and signed
 Delivery costs must be included on the quote
 Total must include VAT

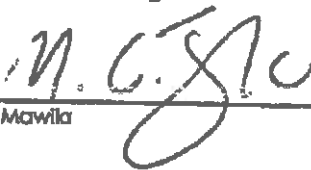
Expected delivery date : within 2 weeks from the issue of purchase order.

Requested by:



 N.Saku

Section Manager

 pp

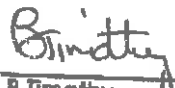
 P.Mawila

Responsible manager



 X.Madliki

SCM Manager



 B.Timothy