



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: STATIONERY (ELC)

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 BBBEE certificate (0 points will be awarded for BBBEE 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
- All quotations submitted via email addresses other than the one listed above will not be considered.

Closing Date: 06 March 2023 at 15:00 Pm. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

Enquiries: Ms Thembakazi Mati

043 704 9280 / 043 704 9241



School of Business - East London Campus

20 February 2023

SPECIFICATION

Please assist us with the quotation for the following:

EDUCATION AND DEVELOPMENT	
Description	Quantity
• Prestik bostick 100g	1 box
• White board markers (blue, black, green and red)	5 boxes each colour
• Staplers 26/6	10
• Staples 26/6	10 boxes
• Masking tape (48mm x 15 mm)	1
• Rubber bands	200
• Flip file (30 pages)	20
• Black pens	5 boxes
• Hanging files (yellow, orange, blue and green)	150 each colour
• Calculator (sharp) EL- 231	10
• Highlighters (yellow, blue, pink, green, orange)	1 box each colour
• Selotape (4.8 cm wide)	1 box
• Khoki pens (black) 12's	150
• Permanent markers (black)	1 box
ISAT	
• PVC carry folders (Orange)	150
• Plastic zip lock bags (30cm X 20 cm)	150
• Meeco book bag with zip	150
• Adult scissors	150
• Pritt large	150
• HB Pencils	150
• Rulers (30 cm)	150
• Dusters	10
• A2 cardboard	1 ream
• A3 Paper white	1 ream
• A4 paper white	10 boxes
• Measuring tape 48mm x 15 mm	2
• Felt Pen packs (TKR 12)	150
• Colour pencils 12's	150
• Erasers	150
• Sharpeners	150

FINANCE REQUIREMENTS

ITEM / DESCRIPTION	QUANTITY
Pens	
• Black	250
• Red	180
• Green	180
• Blue	250
Pencils	250
Pritt large	250
Erasers	250
Scissors small	250
Staples 26/6	20 boxes
Carry Folders (Assorted colours)	150
A4 White paper	50 boxes
Colour paper (Yellow)	
• A4	5 Boxes
• A3	3 Boxes
• A5	2 boxes
Calculators sharp (EL – 231)	250
Whiteboard markers	50

TOURISM

ISAT REQUIREMENTS FOR 2023

	DESCRIPTION OF ITEMS REQUIRED	QUANTITY
1	Pritt glue 24's	8 boxes
2	Black pens 60's	8 boxes
3	A3 white paper	8 reams
4	A4 white paper	8 boxes
5	Plastic sleeves 100's	8
6	A4 envelopes	20
7	Flip files 20 pages	200

English

Flipcharts	5
Exam pads A4 100 pages	15
Pens	20
Pencils	20

Please attach:

Certified copy of BBBEE Certificate, Tax clearance certificate, bank confirmation letter that is not older than 3 months.

Completed: SBD4, SBD8, and SBD9 forms

NB: The quotation must be dated and signed

Delivery costs must be included on the quote

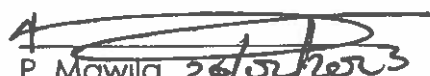
Total must include VAT

Date of Submission: within 2 weeks from the issue of purchase order


Requestor


N. Seku

Section Manager


P. Mawila 26/02/2023

Acting AD: SCM


Z. Jikwana 22/02/2023