



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



BUFFALO CITY
VET 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: 20 March 2023 at 11:00 am. 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



28-Feb-23

BUSINESS STUDIES STATIONERY 2023

ITEM	DESCRIPTION	QTY
A3 board paper 160gsm	White, Blue, Green, Red, Orange	4 Reams each
A4 Colour paper 80gsm	Bright yellow, Bright blue	1 Box each
Arch Lever files	Red, Blue, Green, Yellow, White, Orange	20 Each colour
Big Cellotape	Large (Clear)	20
Bronchure Holder A4	Bantex B208800008	10 Boxes
File Dividers	Blank A4	10 Packet
Exam Pads	A4, Punched 100 sheets	60
Lined paper	Feint & margin A4 (double sheet)	30 Boxes
Highlighters	Yellow	4 Boxes
Labels	A4 210x 298 (1 UP)	4 Packet
Laminating Film	A4	5 Boxes
Manilla Folders	red, blue green	10 each
Paper Clips	Small	10 Boxes
Pencils	HB pencils	6 boxes
Bic Clic meduim ball pens	Black, Red, Blue, Green	10 Boxes of each
Pens	Pilot Black (G 207)	3 Boxes
Plastic Carry Folders	Orange, Pink, Blue, green	200
Pritt	Glue stick large	10 Boxes
Punch Heavy duty	2 Holes	2
Whiteboard Marker board master refills	Black, Blue, green, Red	15 Boxes of each
Rubber bands	Size 38	20 Packets
Rulers	30cm	120
Erasers	Rubber	120
Scissors	Big	5
Staplers	Standard (26/6)	90
Staples	Standard staples (26/6)	40
White Board marker board master refillable	Black, Blue, green, Red	15 Boxes of each
Whiteboard Duster	Code: BA0101 Eraser whiteboard 4's	20 boxes
Hard Cover Book	72 pages	80
Prestik	Bostik	12 Boxes
Tape Cassette for label machine	Red, Blue, green, orange	5 of each
Drawing Pins	Thumb tacks	10 Boxes

PART-TIME - STATIONERY

ITEM	DESCRIPTION	Quantity
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
full memo cube & refills	with rainbow sheets	2 Boxes
Lined papers	Feint & margin A4 (double sheet)	6 Boxes
Plastic Carry Folders	Red, green, blue, pink, white	10 of each
Bic Pen	Red & Black	4 Boxes of each
Pencils	HB pencils	1 Box
Ring Binders	12.5m (A4 X 100mm) Black	1 box
Tipex	12ml	2

Ruler	30CM	3
Staples	26/6	4
Stapler	26/6	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:

Section manager




 T. Setu



 P. Mavila
 28/04/2023

Acting AD: SCM



 Z. Mkwana
 13/03/2023