



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.

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: 23 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



Date: 09 January 2022

To whom it may concern

Re: Quotation Request

Please provide a quotation for the listed items specified below: Ms Dayizana

ITEM	Name	Description	Quantity
1.	Pocket File	30 Pocket	60
2.	Whiteboard Cleaning Fluid	250ml	60
3.	Whiteboard Eraser	145 mm x 50mm ,2 peels off layers-Non Magnetic	60
4.	G2 Retractable Rollerball Pen	Gel Ink 0.7 0.7 (Box of 12) Black 0.7 (Box of 12) Red 0.7 (Box of 12) Green 0.7 (Box of 12) Blue	15 15 15 15
6.	G2-Retractable Refill	Gel Ink 0.7 (Box of 12) Black (Box of 12) Red (Black of 12) Green (Black of 12)Blue	15 15 15 15
7.	VBoard Master (Liquid Ink)	Whiteboard marker (Box of 12) Red Whiteboard marker (Box of 12) Blue Whiteboard marker (Box of 12) Green Whiteboard marker (Box of 12) Black	15 15 15 15
8.	VBoard Master (Refill)	Cartridge for whiteboard marker (Box of 12) Red Cartridge for whiteboard marker (Box of 12) Blue Cartridge for whiteboard marker (Box of 12) Green Cartridge for whiteboard marker (Box of 12) Black	15 15 15 15
9.	Staples	No.56 x 5000(Box)	60
10.	Stapler	Standard 100,build in staple remover	60
11.	P240 Punch	Punches 40 sheets	60
12.	Tradition Pencils	HB Pencil (Box of 72pc)	2

13.	Counter Book	2 Quire 192 pages	60
14.	Eraser	60x20x10mm (Box of 20 pcs)	5
15.	Sharpner	One hole mental (Box of 24)	4
16.	Correction Pen	Fine Point -7ml Fluid	60
17.	A5 Shorthand Pad	148 x 210mm -140pages	60
18.	Soft Grip Scissor	19.6cm	60
19.	Prestick	100g	30
20.	Paper Clip	Heavy Duty 8691 -32mm x100	60
21.	Stick'n notes	76x76mm -100 sheets	60
22.	Glue stick	43g	60
23.	Pencil Case	Large- Denim/Assorted colours	15
24.	Highlighter	Set of 4 ,Assorted colours	60
25.	Ruler	Assorted colours	60
26.	Fingerettes	Medium1 Small 0	30 30
27.	Cutting Knife	Heavy -duty	3
28.	Carry Folder A4	Red Blue Yellow Green	25 25 25 25

NB: Please quote according to the specification.

Yours in Education



W. Nombembe
Procurement

09/01/2023

Date



S. Xokwe
Snr Admin Officer

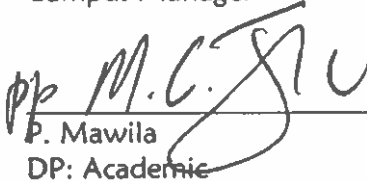
09/01/2023

Date



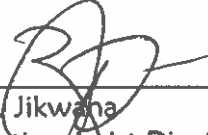
S. Jane
Campus Manager

09/01/2023
Date



P. Mawila
DP: Academic

10-01-23
Date



Z. Jikwana
Acting Assist Dir: SCM

16/01/2023
Date