



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 [weziwe@bccollege.co.za](mailto:weziwe@bccollege.co.za); cc: [zimkhitha@bccollege.co.za](mailto:zimkhitha@bccollege.co.za)

Kindly submit the following COMPULSORY 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)
- Tax Clearance Certificate
- CSD report
- Bank Confirmation Letter (not older than 3 months)

**Closing Date: 03 November 2021 at 11h00am. 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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## School of Business - East London Campus

### QUOTE REQUEST

20 October 2021

Kindly assist with the quotation for the following:

ITEM	DESCRIPTION	QTY
A4 thick pages	White any colour x4	4 pockets
A4+A6:D28 papers	Pink,Orange,Blue,Purple,Red & Green	1 boxes each
Arch lever files	Different colours	20
Batteries	AAA 4's	100
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Big cello tape	Large ( brown & clear)	10 each
Brochures holder A4	Banter B208800008	20 boxes
Cello tape holder		3
Dividers	Blank A4	20
Dividers	With alphabets	20
Whiteboard Duster	Code :BA0101ERASER whiteboard	20 boxes
Exam pads	punched	50
A4 Graph		100 pages
Highlighters	Orange,Pink,Blue & Green	4 boxes each
In Tray	Document tray	3
Labels	A4 210 X 298 (1 UP )	4 Pockets
Laminating film	A4	5 boxes
Manilla folders	Different colours (3 of each)	20
Paper clips	Large and small	20 boxes each
Pencils	Staidly	120
Pens	Black, Red,Blue and Green	10 boxes each
Pit lop pen	Black (G 207)	3 boxes
Plastic carry holders	Orange, Pink ,Blue &Green	200
Pritt	Glue stick large	4 boxes
Punch papers	2 holes	10
Refills	Black,Blue,Green &Red	20 boxes each
Rubber bands	Size 38	20 Pocket
Rulers and Erasers	30cm	120 each
Scissors		10
Staplers	Standard (26/6)	90
Staples	Standard (26/6)	90
Slicky note	Different colours	20
White board marker	Black,Blue,Green,Red,Dark green,Bright yellow & Dark blue	20 boxes each

**Please attach:**

Certified copy of BBBEE Certificate with original stamp

Complete the attached SBD4, SBD8 and SBD9 forms

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

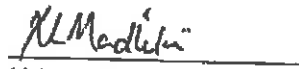
**Expected delivery date 15 November 2021**

Requestor

Responsible Manager

Section manager

  
N. Seku

  
X. Madliki

  
P. Mawila

AD:SCM

  
S. Siwisa

26/10/2021