



## **REQUEST FOR QUOTATION: 7 BAY SINGLE BULK FILER**

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: 08 December 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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higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY  
MUNICIPALITY

Date: 08 July 2021

To whom it may concern

Item	Description	Quantity
1.	<p>7 BAY SINGLE BULK FILER</p> <p>Dimensions: 2200x1100x400</p> <p>Bay Accommodates A4 Suspended pockets</p> <p>Using 5X universal pull out cradles:</p> <ul style="list-style-type: none"> <li>- Each cradles accommodates 1.0 L/Metres of files</li> <li>- 5.0 L Metres of files per bay</li> <li>- Than 5X cradles per bay and 2x shelves</li> <li>- Accommodates either lever arch files or archive boxes</li> </ul>	1

W Nombembe

Procurement Clerk

S. Xotwe

Head of Admin

Date:

08/07/2021

S. Jane

Acting Campus Manager

Date:

08/07/2021

P. Mavle

Academic

Date:

09/07/2021

S. Shwisa

Asst Director: SCM

Date:

13/07/2021

# Files, Filing & Bulk Filing Solutions:



## HI-DENSITY FILING

What Are You Filing?



**Buy Accommodates A4 Suspended Pockets**

- Using 6 x Universal Pull Out Cards
- Each Card Accommodates 1.0 Liters of Files
- 8.0 Liters of Files per Bay
- No Removal NOT Going Higher Than 6 x Cards per Bay
- And 2 x Shelves
- Accommodates Either Lever Arch Files or Pocket Books



**Buy Accommodates Footclop Suspended Pockets**

- Using 6 x Universal Pull Out Cards
- Each Card Accommodates 1.0 Liters of Files
- 8.0 Liters of Files per Bay
- No Removal NOT Going Higher Than 6 x Cards per Bay
- And 2 x Shelves
- Accommodates Either Lever Arch Files or Pocket Books



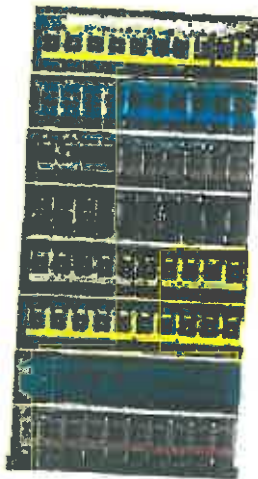
**Buy Accommodates Lever Arch Files**

- Using 6 x Universal Pull Out Cards
- Each Card Accommodates 1.0 Liters of Files
- 8.0 Liters of Files per Bay
- No Removal NOT Going Higher Than 6 x Cards per Bay
- And 2 x Shelves
- Accommodates Either Lever Arch Files or Pocket Books



**Buy Accommodates A4 Containers / Drawers**

- Using 6 x Universal Pull Out Cards
- Each Card Accommodates 1.0 Liters of Files
- 8.0 Liters of Files per Bay
- No Removal NOT Going Higher Than 6 x Cards per Bay
- And 2 x Shelves
- Accommodates Either Lever Arch Files or Pocket Books



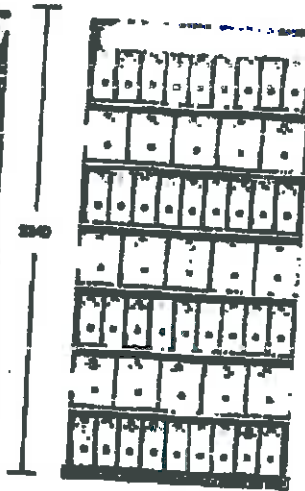
**Buy Accommodates A4 Containers (Shelves)**

- Using 7 x Shelves / 8 Drawings
- Each Shelf Accommodates 10 x A4 Containers
- 80 x A4 Containers per Bay
- No Removal Using Fold & Labels on the Sides of the Containers



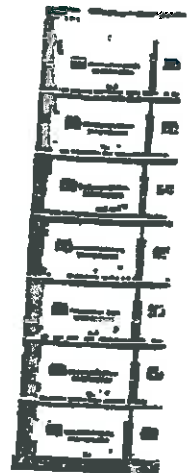
**Buy Accommodates Lateral Shelf Files**

- Using 7 x Shelves / 8 Drawings and 6 x Shelf Wire Panels
- Each Shelf Accommodates 1.00 Liters of Files
- 8.00 Liters of Files per Bay



**Buy Accommodates Archive Boxes**

- Using 6 x Universal Pull Out Cards
- Each Card Accommodates 2 x Standard Archive Boxes
- 12 x Standard Archive Boxes per Bay
- OR
- Each Card Accommodates 6 x Jumbo Boxes
- 12 x Jumbo Archive Boxes per Bay



**Buy Accommodates Off-Site Storage**

- Using 6 x Universal Pull Out Cards
- Each Card Accommodates 1.00 Liters of Files
- 8.00 Liters of Files per Bay
- No Removal Using Fold & Labels on the Sides of the Containers
- Accommodates Either Lever Arch Files or Pocket Books