



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATIONS – STATIONERY FOR EAST LONDON CAMPUS

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)
- Latest declaration forms (SBD 4, 8 and 9), see attached on college website
- Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
- Tax Clearance Certificate
- CSD full report
- Company Registration
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification
- **Quotations must be submitted in the PDF format ONLY**
- All quotations submitted via email addresses other than the one listed above will not be considered.

Closing Date 08 March 2024 at 11h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

043 704 9238 / 043 704 9241



School of Business - East London Campus

19 February 2024

REQUEST FOR QUOTE

Please assist us with the quotation for the following:

EDUCATION AND DEVELOPMENT

ITEM	DESCRIPTION	QUANTITY
Prestik	100g	10
White board markers	V board master, black,blue,green and red	5 boxes of each
Stapler	Heavy duty	2
Staples	Heavy duty	2 boxes
Punch	2-hole 63 sheets ,55mm	2
Rubber bands	Large, brown	500
Paper clips	Medium	20 boxes
Flip file	30 Pages	10
Notice board	Pin Boards	5
Pens	Black and Red, clic medium ballpoint	5 boxes of each
Hanging files	yellow, orange, blue and green	150 of each
Calculators		10
Highlighters	yellow, blue, pink, green, orange	1 box of each
Permanent markers	black	1 box
Carry folders	Pvc Orange	150
Plastic zip lock bags	(30cm X 20 cm)	150
Book bag with zip	A4 clear	150
Pritt	50G	30
HB Pencils		150
Ruler	30CM	150
Dusters	95x50mm non- magnetic	10
A2 cardboard	Any colour	1 ream
Paper	A4 white 80gsm	10 boxes
Sewing measuring tape	48mm x 15 mm	2
Felt Pen packs	(TKR 12	150
Metal sharpeners	one hole	150
Paint brushes	Small, medium, large	5 of each
Powder paints	Green,blue,pink,black,red	1 of each
Wax crayons	12's	8 packets

Play dough	100g .Green, blue, pink, black, red	8 of each
Building blocks	Different colours	1 box
Coloured cotton reels	Different colours	50
Coloured strings	50cm round ,waxed coloured shoelaces	1 packet
Beads	large	2 packets

FINANCE

ITEM	DESCRIPTION	QUANTITY
Paper	A4 white paper 80gsm	20 boxes
Envelopes A4	A4 Brown / white	200
Plastic Sleeves	100's	7 packs
Highlighters	Assorted colours	7 boxes
Staplers	26/6	7
Staples	26/6	7
Pens	Clic medium ballpoint pens Green and Red	30

TOURISM

ITEM	DESCRIPTION	QUANTITY
Scissors	12 per box	12 boxes
Koki pens	12 per box	12 boxes
Colour pencils	12 per box	12 boxes
Pencils	12 per box	10 boxes
Sharpeners	Metal single	120 pieces
Erasers	62mmx20mmx10mm	120
Staples	26/6	8 boxes
Paper	A4 White 80gsm	50 boxes

ENGLISH

ITEM	DESCRIPTION	QUANTITY
USB	32GB	10

OFFICE ADMINISTRATION

ITEM	DESCRIPTION	QUANTITY
Earphones	Aux, with microphones Driver soze:10mm, cable length 1.2m, sensitivity:95 Db, Frequency: 20Hz – 20 kHz Include 3x ear caps sizes	100
Pencils		100
Flash drives	16GB	150
Carry folders	A4 clear	100

Pritt	50g	100
Plastic sleeves	100's	5
Envelopes	Size: DL	500
Punch	2 hole punch 63 sheets ,55mm	1
Stapler	26/6	15
Envelopes	A4 brown	150
Pens	Black, clic medium ballpoint	10
Paper	A4 White 80gsm	45 boxes

MATHS AND MATHS LITERACY

ITEM	DESCRIPTION	QAUNTITY
Scissors	20.5cm	50
HB pencils		150
Rulers	30cm	150
Black pens	Black, clic medium ballpoint 60's	3 boxes
Erasers	44m medium sleeved box of 30	1 box
Calculators	Casio fx 991ZA or equivalent	120
Calculators	Casio fx 82 ZA or equivalent	100
Calculators	Sharp EL- 231 L or equivalent	1000
3D shapes for teaching Space and Shape and Orientation		5 Boxes
Measuring Cylinders for teaching Volume		10
Mathematical Instrument boxes	11 pieces	200

IT

Item	Description	Quantity
Flash drives	8GB	25
External hard drive	Size: 1TB, weight in g: 390	1
Paper	A4 white 80gsm	5 boxes

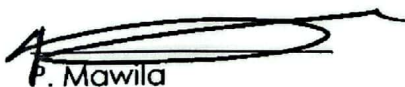

N. Seku

Supply Chain Management Clerk



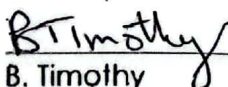
X. Madliki

DP: Registration Services



P. Mawila

Acting Principal



B. Timothy

SCM Manager