



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



**BUFFALO CITY**  
**TVET COLLEGE**

## **REQUEST FOR QUOTATION: 2022 DIARIES**

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: 07 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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**BUFFALO CITY  
TVET COLLEGE**

**Enquiries:** (043-704 9289)  
**Date:** 11 November 2021  
**Quotation Submission Date and Time:** 18 November 2021 at 11:00am

**RE: QUOTATION REQUEST**

**Specification of Diaries**

No	Item Description	Description	Quantity
1.	Diaries A4	<ul style="list-style-type: none"> <li>• 2022 Diaries ( cover : simulated leather)</li> <li>• With two full colour logos</li> <li>• 1<sup>st</sup> page must have Message from the Principal (insertion page)</li> <li>• 2<sup>nd</sup> page must have vision , mission and values of the college (insertion page)</li> <li>• Last page must have all College Program Offerings (insertion page)</li> <li>• All contact details of our campuses (Back of the Diary)</li> </ul>	60
2.	Diaries A5	<ul style="list-style-type: none"> <li>• 2022 Diaries ( cover : simulated leather)</li> <li>• With two full colour logos</li> <li>• 1<sup>st</sup> page must have Message from the Principal (insertion page)</li> <li>• 2<sup>nd</sup> page must have vision , mission and values of the college (insertion page)</li> <li>• Last page must have all College Program Offerings (insertion page)</li> <li>• All contact details of our campuses (Back of the Diary)</li> </ul>	440

**NB: Please provide us with the artwork before production for approval also provide samples before quotation**

Quotations must be dated, signed and stamped.

Quotations must be accompanied by the following documents:

SBD 4, SBD 8 & SBD 9,

CSD Report

Bank Letter

Certified copy of BEE or Sworn affidavit certificate and

Certified copy of TAX Clearance

Quotations must have validation date.

Quotation must have bank details

Quotations should be submitted and addressed to the following details:

**ADMIN CENTRE**

Cnr Lukin Road & King Street  
Private Bag 9016  
East London, 5200  
Tel: (043) 704 9352  
Fax: (043) 743 4254  
Email: cao@bccollege.co.za

**COLLEGE CAMPUSES**

**SCHOOL OF BUSINESS:**

**EAST LONDON CAMPUS**  
Lukin Road, East London  
Private Bag 9016  
East London, 5200  
Tel: (043) 722 5453  
Fax: (043) 743 0116  
Email: elcadmin@bccollege.co.za

**SCHOOL OF ENGINEERING**

**JOHN KNOX BOKWE CAMPUS**  
Mifusa Street, Nu1, Mdantsane  
Private Bag X24  
Mdantsane, 5219  
Tel: (043) 761 1792  
Fax: (043) 761 4803  
Email: jkbadmin@bccollege.co.za

**SCHOOL OF OCCUPATIONAL**

**TRAINING**  
**ST MARKS CAMPUS**  
St Marks Road, 5200  
East London  
Private Bag 9016  
East London, 5200  
Tel: (043) 743 6554  
Fax: (043) 743 9650  
Email: training@bccollege.co.za

**KING STREET SITE**

17 King Street  
East London  
Tel: (043) 7224849  
Fax: (043) 742 3351  
Email:  
mpuffet@bccollege.co.za



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Fax: (043) 743 9650  
Email: training@bccollege.co.za

**KING STREET SITE**

17 King Street  
East London  
Tel: (043) 7224948  
Fax: (043) 742 3351  
Email:  
mpuffet@bccollege.co.za

**ATTENTION:**

Mr A. Danisa

**EMAIL ADDRESS:**

[adanisa@bccollege.co.za](mailto:adanisa@bccollege.co.za)

**TELEPHONE NUMBER:**

043 704 9289

**ADDRESS:**

Buffalo City TVET College  
Cnr Lukin road and King Street  
Selbourne  
East London  
5201

**Signature:**

Mr A. Danisa (Marketing Officer)

Date: 23-11-21

**Signature:**

Mr Z. Chola (DP Corporate Service)

Date: 28/11/2021

**Signature:**

Mrs S. Siwisa (S.C.M)

Date: 24/11/2021