



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: STATIONERY (JKB)

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to weziwe@bccollege.co.za; cc: 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 February 2022 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



Date: 20 January 2022

To whom it may concern

Re: Quotation Request

Please provide a quotation for the listed items specified below:

| ITEM | Name | Description | Quantity |
|------|----------------------------------|---|----------------------|
| 1. | Flip File | 30 Pocket | 60 |
| 2. | Parrot Whiteboard Cleaning Fluid | 250ml | 30 |
| 3. | Pilot BL G2-7 FINE 0.7 Pen | 0.7 (Box of 12) Black 0.7 (Box of 12) Red 0.7 (Box of 12) Green 0.7 (Box of 12) Blue | 10 10 10 10 |
| 4. | Pilot BLS G2-7 GEL | Refill for G-2 Ball Point Pen (Box of 12) Red (Box of 12) Green (Box of 12) Black | 10 10 10 |
| 5. | Pilot 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 | 10 10 10 10 |
| 6. | Pilot 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 | 10 10 10 10 |
| 7. | Razal Staples | No.56 x 6000(Box) | 48 |
| 8. | Staedler | HB Pencil (Box of 72pc) | 2 |
| 9. | Treeline | 2 Quire | 60 |
| 10. | Croley Eraser | 66x26x10mm (Box of 26pcs) | 6 |
| 11. | Treeline Sharpers | One hole mental (Box of 24) | 4 |
| 12. | Marlin A5 Shorthand Pad | 148 x 216mm -148pages | 60 |
| 13. | Booth | Preslick 100g | 30 |



| | | | |
|-----|-------------------|---|----------|
| 14. | Bantax | Heavy Duty 8891 -32mm x100 | 60 |
| 15. | Stick'n notes | 76x76mm -100 sheets | 60 |
| 16. | Pritt Gluestick | 43g | 60 |
| 17. | Pencil Case | Large- Denim/Assorted Colours | 60 |
| 18. | Croxley | Mini Highlighters -10 in a pack(6 in a Box) | 20 |
| 19. | Ruler | Assorted Colours | 60 |
| 20. | Fingerette Rubber | Size 1 Size 2 | 30 30 |

NB: Please quote according to the specification.

Yours in Education


W. Nombembe
Procurement

20/01/2022
Date


S. Xokwe
Snr Admin Officer

20/01/2022
Date


S. Mbiza
Acting Campus Manager

20/01/2022
Date


P. Mawila
DP: Academic

24/01/2022
Date


S. Siwisa
Assistant Director: SCM

24/01/2022
Date