



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: STATIONERY (ADM)

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



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BUFFALO CITY
TVET COLLEGE

Date: 18/01/2022

Contact: 0430550150

Request for Quotation

Good day

Kindly furnish us with a signed quote for the following:

ITEM	QUANTITY
Arch Files (blue, pink & red)	100
File divider January to December (10) pack	100
File divider A – Z (10) pack (plastic)	100
Black pen (BIC) 20's	10 Boxes
Red pen (BIC)	5
Pencil 10's	5 Boxes
Ruler	5
Pritt 43gm	5
Staples (23/13) 100 streets	50 Boxes
Silver mesh metal 3-tier tray set	7
3 Quire	2
2 Quire	5
Heavy duty staple remover 160 sheets	5
Croxley fold back clips 51mm	50


Requester:


Responsible Manager: