



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: STATIONERY (HR)

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to quotations@bccollege.co.za

Kindly submit the following **REQUIRED** 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)
- Quotations must be detailed as per specification

Closing Date: 12 July 2022 at 12:00 Pm. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

Enquiries: Ms Weziwe Gwabavu / Zimkhitha Jikwana

043 704 9241



STATIONERY

NO	QUALITY	DESCRIPTION	COLOURS
1	x 2	Gel Pen	
2	x 10	2 quire Book	Red, Green
3	x 6	Pytt	
4	x 50	Pilot pens (BP/1)	
5	x 45	Sign here	Black
6	x 10	HB Pencils	
7	x 45	Staples (26/6)	
8	x 1	Temporary marker (White board marker)	
9	x 8	Half strip stapler	
10	x 8	Finger Cones	
11	x 7	Staple remover	
12	x 5	Ruler	
13	x 18	Sticky notes (76/76mm 450 sheets)	
14	x 5	Prestic	
15	x 3	Punch Ravel 40 sheet	
16	x 3	Rubber band (45*1.5mm 100mg)	
17	x 150	Secretariat files	
18	x 50	Carry Folder with stud	Green 50, Yellow 50, Red 50 Lime, hot pink and azure blue & Red
19	x 1	File Sorter	
20	x 24	Paperclips	
21	x 2	Examination Pad	
22	x 3	Black Ink for Stamp	
23	x 9	Highlighters	Blue, Green, Orange, Red
24	x 2	Packaging tape (Clear)	48mm*50m
25	x 1	Heavy duty puncher	
26	x 95	Arch lever files	Upright Black Mottled
27	x 5	Orthopedic trolley backpack	
28	x 12	A4 Mini lever arch file	Pink, Orange, Lime, Red, Green
29	x 1	Pencil Case	Red
30	x 5	Eraser (HI polymer)	
31	x 50	Filing Pockets (100's A4)	
32	x 50	Board folders	Yellow, Blue, Green, Orange, Red
33	x 1	Stamp	

B. Luntinto

B LUNTINTO
SRM ADMIN CLERK

[Signature]
Mrs N Miza

AD: Human Resource

M. Lewis 04/07/2022