



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: STATIONERY (KSS)

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



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BUFFALO CITY TVET COLLEGE

Date: 14/06/2022

RE: Specification of stationery for all staff and Learners at King Street Site.

	Item Description	Description	Quantity
1.	Lever Arch files	<ul style="list-style-type: none"> Assorted colours Box of 10 	30 boxes of 10 inside
2.	Ring binder files	Assorted colours	10 boxes of 10 inside
3.	File dividers	5 packets of 10 file dividers	500
4.	Sharpener	Steel sharpeners	100
5.	Highlighters	<ul style="list-style-type: none"> Assorted Colours Packet of 4 	250
6.	Manilla folder	Assorted colours	Packet of 100 x 200
7.	File fasteners	Steel file fasteners	Box of 50 sets x 100
8.	Note pads	A5 note pads	38
9.	Stapler	<ul style="list-style-type: none"> STD A200 full strip power stapler 25 sheet capacity 	35
10.	Staples	Standard staples	30 boxes
11.	Prestic	100g;re-usable;removable for 101 uses; nontoxic; solvent free	40
12.	Archive boxes	Jumbo storage boxes	170
		Size: medium 2D sheet capacity	30
13.	Punch	<ul style="list-style-type: none"> Kangaroo paper punch heavy duty Punching capacity of 150 sheets Punching diameter – 6/7mm, Punching distance – 70/80mm 2 hole punch All metal robust construction 	8
14.	Staple remover	Heavy duty	33
15.	Pilot BP- 1 RT Pens	<ul style="list-style-type: none"> Black Blue Green Red 	<ul style="list-style-type: none"> Box of 12 x 150 Box of 12 x 3 Box of 12 x 10 Box of 12 x 10
16.	Plastic envelopes		70

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

COLLEGE CAMPUSES

**SCHOOL OF BUSINESS:
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**SCHOOL OF ENGINEERING
JOHN KNOX BOKWE CAMPUS**
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KING STREET SITE
17 King Street
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Tel: (043) 729 0948
Fax: (043) 729 3351
Email: info@bccollege.co.za

www.bccollege.co.za

Relevant Vocational Education for a Changing World



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TRAINING SUPPORT CENTRE
Cnr King Street
East London
Tel: (043) 722 4848
Fax: (043) 742 3351
Email: support@bccollege.co.za

	Heavy duty shredder	<ul style="list-style-type: none"> • Rexel Optimum autofeed+150X A • Cross shredding • 22cm working width • 4 x 28mm Shredding size • 440mm Width • 505mm depth • 690mm height 	4
18.	Binding Machine	<ul style="list-style-type: none"> • Punch up to 17 sheets of paper • Bind up to 450 sheets • 7 pin adjuster for punching selection • Punch 21 holes for comb binding • Bind with combos 6 to 20mm 	2
19.	Erasers	-	80
20.	Rulers	Assorted colours	150
21.	Flip files	50 pocket files	255
22.	Plastic sleeves	Size:A4	Packet of 100 x 600
23.	White board markers	Colour: Black	450
		Blue	350
		Green	350
		Red	350
24.	Exam pads	100 punched sheets	300
25.	Pritt	3g pritt	50
26.	Calculator	Scientific calculator	15
27.	Scissors	Big pair of scissors	35
28.	Pencils	-	350
29.	A4 hardcover book	Counter book 192 pages, 2 quire	150
30	Paper clips	Small	Set of 100 x 60
		Medium	Set of 100 x 60
		Large	Set of 100 x 60
31	Filing trays	Wire Mesh Metal Desk Letter Tray Set - 3-Tier	10
32	Pen and Pencil holder	Treeline PVC Desktop Organizer (Black)	15
33	CDs (RW)	-	50
34	Elastic bands	Large rubber bands	Box of 50 pieces x 150
35	Sticky note	400 sheets	200
36	Sign here	50 sheets	300



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37	White board duster	Magnetic Whiteboard Eraser Duster	30
38	USB	16GB	65
39	Solatape	Clear solatape(45mm x 100 yard)	30
40	Brown Envelops	A4	300

Kindly note the following with regards to the quotations to be submitted:

- Quotations must be dated, signed and stamped.
- Quotations must be accompanied by the following documents:
 - SBD 4,
 - SBD 8,
 - SBD 9,
 - Valid tax clearance certificate
 - CSD documents
 - Certified copy of BEE or Sworn affidavit certificate and

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MR O. JWENTE
Procurement Clerk

12/06/2022
DATE

MRS L. MDA
AD:Occupational programmes

14/06/2022
DATE

MRS S. SIWISA
Assistant Director: SCM

04/07/2022
DATE

