



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



**BUFFALO CITY
TVET COLLEGE**

REQUEST FOR QUOTATIONS – STATIONERY FOR JKB

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

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT.

Kindly submit the following **REQUIRED** documents when responding to the RFQ

1. Signed quotation (quotations not signed will be eliminated)
2. Latest declaration forms (SBD 4, 8 and 9), see attached on college website
3. Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
4. Tax Clearance Certificate
5. CSD full report
6. Company Registration
7. Bank Confirmation Letter (not older than 3 months)
8. Quotations must be detailed as per specification
9. **Quotations must be submitted in the PDF format ONLY**
10. All quotations submitted via email addresses other than the one listed above will not be considered.

Closing Date 06 NOVEMBER2024 at 11h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

043 704 9238 / 043 704 9241

Date: 22 October 2024

To whom it may concern

Re: Quotation Request for Teaching & Learning Campus Stationery:

Please provide a quotation for the listed items specified below:

ITEM	Name	Description	Quantity
1.	Pocket File	30 Pocket	60
2.	Whiteboard Cleaning Fluid	250ml	60
3.	Whiteboard Eraser	Magnetic 145 mm x 55mm	60
		Refill for Magnetic Eraser 145x55mm (Pack 12)	60
4.	Staples	No.56 x 5000(Box)	60
5.	Counter Book	2 Quire 192 pages	60
6.	A4 Exam Pad	100 Sheets	60
7.	G-2 Retractable Rollerball Pen	BL -G2-7 Fine	
		Black (12 Boxes of 12 pens) 144 pieces	2
		Red (12 Boxes of 12 pens) 144 pieces	2
		Green (12 Boxes of 12 pens) 144 pieces	2
		Blue (12 Boxes of 12 pens) 144 pieces	2
8.	G-2-Retractable Refill	BLS-G2-7 Fine	
		Black (12 Boxes of 12 refills) 144 pieces	2
		Red (12 Boxes of 12 refills) 144 pieces	2
		Green (12 Boxes of 12 refills) 144 pieces	2
		Blue (12 Boxes of 12 refills) 144 pieces	2
9.	V-Board Master (Whiteboard Marker)	WBMA-VBM-M-BGD (Medium)	
		Black (12Boxes of 12 pens) 144 pieces	2
		Red (12Boxes of 12 pens) 144 pieces	2
		Green (12Boxes of 12 pens) 144 pieces	2
		Blue (12Boxes of 12 pens) 144 pieces	2
10.	V-Board Master (Cartridge)	WBS-VM	
		Black (12 Boxes of 12 cartridges) 144 pieces	2
		Red (12 Boxes of 12 cartridges) 144 pieces	2
		Green (12 Boxes of 12 cartridges) 144 pieces	2
		Blue (12 Boxes of 12 cartridges) 144 pieces	2
11.	Tradition Pencils	HB-110 Pencil (Box of 72pc or 144pc)	4
12.	Eraser	60x20x10mm (Box of 20pcs)	5
13.	Sharpner	One hole mental (Box of 24)	4

SPECIFICATION FOR STATIONERY – TEACHING AND LEARNING DATED 22 OCTOBER 2024



14.	Filling Pockets	A4- 100 pockets per pack	60
15.	Stationer Tape	Clear Polypropylene 12mmX66m	60
16.	Correction Pen	Fine Point -7ml Fluid	60
17.	A5 Shorthand Pad	148 x 210mm -140pages	60
18.	Soft Grip Scissor	19.6cm	60
19.	Prestick	100g	60
20.	Paper Clip	50mm ,100pcs in a box	60
21.	Stick'n notes	76x76mm -100 sheets	60
22.	Glue stick	43g	60
23.	Pencil Case	Large- Denim/Assorted Colours	60
24.	Highlighter	Set of 4 ,Assorted colours	60
25.	Ruler	Assorted Colours	60
26.	Masonite Clipboard	230x335mm	60
27.	Fingerettes	Medium1	30
		Small 0	30
28.	Carry Folder A4	Red	60
		Blue	60
		Yellow	60
		Green	60

NB: Please quote according to the specification.

Full delivery is expected within 14 days of issuing of the purchase order.

W. Nombembe
Procurement

22/10/2024
Date

S. Xokwe
Snr Admin Officer

22.10.2024
Date

S. Jane
Campus Manager

22.10.2024.
Date

B. Timothy
SCM: Manager

28.10.2024
Date

SPECIFICATION FOR STATIONERY – TEACHING AND LEARNING DATED 22 OCTOBER 2024