



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATIONS – STATIONERY FOR EAST LONDON CAMPUS

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

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

Closing Date 12 February 2024 at 11h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

043 704 9238 / 043 704 9241



School of Business - East London Campus

22 January 2024

REQUEST FOR QUOTE

Please assist us with the quotation for the following: Stationery

ITEM	DESCRIPTION	QTY
Fingerettes	Any color	100
Arch leaver files	Polypropylene lever arch files Red,blue,green,yellow,orange	20 each colour
Sticky note	75x75mm 80 sheets	40
Stable remover	Assorted colours	20
Big Cello tape	Large (clear)	10
Brochure Holder A4	B208800008 multi-punched clear 3pk	20
Exam Pads	Punched 100m sheets	120
Lined paper	A4 fly ruled double sheet	30 Boxes
Counter book	A4 2 quire	10
Highlighters	yellow, blue and pink (box of 10)	4 boxes
Manilla folders	3 Different colours pack of 100	3
Paper clips	33mm, 50mm and 77mm	10 of each
Pencils	HB pencils	120
Pencil Case	33cm , double zip, blue and red, branded 2 College logos	120
Pens	Clic medium ball pens Black, Red, Blue, Green 60's	10 boxes of each
Pens	G2 BL-G7 Gel ink retractable rollerball pen black, red and blue	2 boxes of each
Plastic carry holders with stud	Orange, Pink, Blue, green	200
Whiteboard marker refills	V board master whiteboard marker refill Black, Blue, green, Red	10 boxes of each
Rubber bands	Size 38	40 pkt
Rulers	30cm	120
Stamp ink	30ml - red, black	2 of each
Erasers	62mm x 20mm x 10mm	120
Scissors	20.5cm	5
Staplers	standard (26/6)	90
Staples	Standard staples (26/6)	90
White board marker refillable	V board master whiteboard marker refillable Black, Blue, green, Red	10 boxes of each
Whiteboard Duster	95mm x 50mm Eraser whiteboard	50
Tape Cassette for label	Brother – laminated TZe tape(12mm) 0.47''	5 of each

machine	Red,Blue,green,orange	
Drawing pins	Assorted 100pack	30
Plastic sleeves	100's	30 packet
Stapler	Heavy duty, staples up to 100 sheets, using no.23 up to 24mm	1
Staples	23/24-H	10 boxes
A4 colour Paper	80gsm yellow, blue, green, red, orange, purple, Bright yellow, bright blue, bright purple	1 box of each



N. Seku

Supply Chain Management Clerk



P. Mawila

DP: Academic services



Z. Ukwana

AD: SCM