



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](mailto: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 16 January 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

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09 January 2024

To whom it may concern

**Re: Quotation Request for Stationery**

Please provide a quotation for the listed items specified below: Amanda Dayizana

ITEM	Name	Description	Quantity
1.	Pocket File	30 Pocket	60
2.	Whiteboard Cleaning Fluid	250ml	60
3.	Whiteboard Eraser	145 mm x 50mm ,2 peels off layers-Non Magnetic	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 Red (12 Boxes of 12 pens) 144 pieces Green (12 Boxes of 12 pens)144 pieces Blue (12 Boxes of 12 pens) 144 pieces	2 Boxes 2 Boxes 2 Boxes 2 Boxes
8.	G-2-Retractable Refill	BLS-G2-7 Fine Black (12 Boxes of 12 refills) 144 pieces Red (12 Boxes of 12 refills)144 pieces Green (12 Boxes of 12 refills) 144 pieces Blue (12 Boxes of 12 refills) 144 pieces	2 Boxes 2 Boxes 2 Boxes 2 Boxes
9.	V-Board Master ( Whiteboard Marker)	WBMA-VBM-M-BGD (Medium) Black (12Boxes of 12 pens) 144 pieces Red (12Boxes of 12 pens) 144 pieces Green (12Boxes of 12 pens) 144 pieces Blue (12Boxes of 12 pens) 144 pieces	2 Boxes 2 Boxes 2 Boxes 2 Boxes
10.	V-Board Master (Cartridge)	WBS-VM Black (12 Boxes of 12 cartridges)144 pieces Red (12 Boxes of 12 cartridges)144 pieces Green (12 Boxes of 12 cartridges)144 pieces Blue (12 Boxes of 12 cartridges)144 pieces	2 Boxes 2 Boxes 2 Boxes 2 Boxes
11.	Tradition Pencils	HB Pencil (Box of 72pc)	4
12.	Eraser	60x20x10mm (Box of 20pcs)	5


**SPECIFICATION FOR STATIONERY FOR JKB LECTURER'S DATED 09 JANUARY 2024**



13.	Sharpner	One hole mental (Box of 24 )	4
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 22cm	Large- Denim/Assorted Colours	20
24.	Highlighter	Set of 4 ,Assorted colours	60
25.	Ruler 30cm	Assorted Colours	60
26.	Key Cabinets	20 key, Mountable	1
27.	Fingerettes	Medium1 Small 0	30 30
28.	Carry Folder A4	Red Blue Yellow Green	30 30 30 30

**NB: Please quote according to the specification.**


**Delivery date: within 14 days of issuing of the purchase order**

  
W. Nombembe  
Procurement Dept

09-01-2024  
Date

  
S. Xokwe  
Head of Admin

09. 01. 2024  
Date

  
S. Jane  
Campus Manager

09.01.2024  
Date

**SPECIFICATION FOR STATIONERY FOR JKB LECTURER'S DATED 09 JANUARY 2024**



P. Mawila  
DP: Academic

09/01/2024  
Date

Z. Jikwana  
Acting Assist Director

09/01/2024  
Date

**SPECIFICATION FOR STATIONERY FOR JKB LECTURER'S DATED 09 JANUARY 2024**