



## **REQUEST FOR QUOTATIONS – STATIONERY (KSS)**

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)
- Valid Tax Clearance Certificate
- Updated CSD full report
- Company Registration
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be a **PDF** document and detailed as per specification
- All quotations submitted via email addresses other than the one listed above will not be considered.

**Closing Date 27 June 2023 at 12:00 Pm. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED**

**Enquiries: Ms Thembakazi Mati, must be sent via email**

043 704 9280 / 043 704 9241

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## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## BUFFALO CITY TVET COLLEGE

Date: 15/05/2023

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

### 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:**  
EAST LONDON CAMPUS  
Lukin Road, East London  
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**SCHOOL OF OCCUPATIONAL  
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**KING STREET SITE**  
17 King Street  
East London  
Tel: (043) 7224949  
Fax: (043) 742 3351  
Email:  
mpuffet@bccollege.co.za

### STATIONERY FOR ALL STAFF

	Item Description	Description	Quantity
1.	Lever Arch files	<ul style="list-style-type: none"> <li>Assorted colours</li> <li>Box of 10</li> </ul>	10 boxes of 10 inside
2.	Ring binder files	Assorted colours	2 boxes of 10 inside
3	Highlighters	<ul style="list-style-type: none"> <li>Assorted Colours</li> <li>Packet of 4</li> </ul>	15
4.	Manilla folder	Assorted colours	Packet of 100 x 5
5.	File fasteners	Steel file fasters	Box of 50 sets x 10
6.	Note pads	A5 note pads	12
7.	Stapler	<ul style="list-style-type: none"> <li>STD A200 full strip power stapler</li> <li>25 sheet capacity</li> </ul>	7
8.	Staples	Standard staples	30 boxes
9.	Pritt	43g Pritt	12
10.	Scissors	Big pair of scissors	10
11.	Paper clips	50mm 77mm	Set of 100 x 15 Set of 100 x 15
12.	Solatape	Clear solatape(45mm x 100 yard)	12
13.	Brown Envelops	A4	70
14.	Filing trays	Wire Mesh Metal Desk Letter Tray Set - 3-Tier	5
15	USB	16GB	10
16.	Pilot BP- 1 RT Pens	Black	Box of 12 x 30
17.	Sticky note	400 sheets	15
18.	Sign here	50 sheets	12



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19.	Prestic	100g;re-usable;removable for 101 uses; nontoxic; solvent free	10
20.	Elastic bands	Large rubber bands	Box of 50 pieces x 3
21.	Archive boxes	Jumbo storage boxes	100
22.	Punch	<ul style="list-style-type: none"> <li>• Size: medium</li> <li>• 20 sheet capacity</li> </ul>	10
		<ul style="list-style-type: none"> <li>• Kangaro paper punch heavy duty</li> <li>• Punching capacity of 150 sheets</li> <li>• Punching diameter – 226/7mm, Punching distance – 70/80mm</li> <li>• 2-hole punch</li> <li>• All metal robust construction</li> </ul>	8
23.	Staple remover	Heavy duty	10
24.	Office Calculators	SDS 12 Digital Large Display Calculator-SDS270	5
25.	Plastic envelopes	NEXX A4 Button Envelope	70
26.	Heavy duty shredder	<ul style="list-style-type: none"> <li>• Rexel Optimum autofeed+150X A</li> <li>• Cross shredding</li> <li>• 22cm working width</li> <li>• 4 x 28mm Shredding size</li> <li>• 440mm Width</li> <li>• 505mm depth</li> <li>• 690mm height</li> </ul>	4
27.	Binding Machine	<ul style="list-style-type: none"> <li>• Punch up to 17 sheets of paper</li> <li>• Bind up to 450</li> </ul>	2

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		sheets <ul style="list-style-type: none"> <li>• 7 pin adjuster for punching selection</li> <li>• Punch 21 holes for comb binding</li> <li>• Bind with combos 6 to 20mm</li> </ul>	
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### STATIONERY FOR ALL LEARNERS

	Item Description	Description	Quantity
1.	Lever Arch files	<ul style="list-style-type: none"> <li>• Assorted colours</li> <li>• Box of 10</li> </ul>	20 boxes of 10 inside
2.	File dividers	5 packets of 10 file dividers	300
3.	Sharpener	Steel sharpeners	160
4.	Erasers	-	150
5.	Exam pads	100 punched sheets	Pack of 5 x 30
6.	Pritt	43g Pritt	30
7.	Pencils	HB pencils	200
8.	Pilot BP- 1 RT Pens	Black	Box of 12 x 50
9.	A4 hardcover book	Counter book 192 pages, 2 quire	Pack of 5x30
10.	Colour Paper	<ul style="list-style-type: none"> <li>• A4 Bright Board Paper</li> <li>• 160gm</li> <li>• Assorted</li> </ul>	50 Sheets
		<ul style="list-style-type: none"> <li>• A3 Bright Board Paper</li> <li>• 160gsm Board</li> <li>• Assorted Colours</li> </ul>	50 Sheets



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11.	Crayons	<ul style="list-style-type: none"> <li>• Twister Crayons</li> <li>• richly coloured wax lead</li> <li>• Easy handling: twist and colour</li> <li>• Clear lines</li> <li>• Brilliant colours</li> </ul>	12 pack x 30
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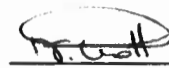
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**MR O. JWENTE**  
Procurement Clerk

15/05/2023  
DATE

  
**MRS N. Lottering**  
Acting Project manager: NSF

15/05/2023  
DATE

  
**MRS T. MUNGELE**  
DP: Registration Services

16/05/2023  
DATE

  
**MS Z. JIKWANA**  
Acting Assistant Director: SCM

13/06/2023  
DATE