



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



**BUFFALO CITY
TVET COLLEGE**

REQUEST FOR QUOTATIONS – STATIONERY FOR ST MARKS 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 15 APRIL 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



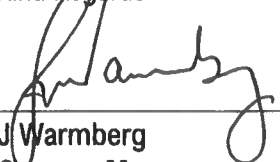
06 March 2024

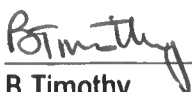
To whom it may concern

Kindly forward a quotation on the following specification:

ITEM	DESCRIPTION	QUANTITY
Storage boxes	Large box with leads Tidy files	40
Plastic Sleeves	A4 Lion brands	40 packs of 100
Arch files	Bantex PVC	50
Puncher	Heavy duty	1
Rubber bands	N0.38	30 packs of 100g
Prestik	Bostik prestik smart adhesive 100g	50
Erasable pens	Pilot frixion black roller ball erasable pen	30
Pens	Pilot G-2 07 (Black, red & green, blue)	50 each
Pens	Pilot G-2 10 Black	1 Box
Pens	Bic Clic Ballpoint pen	50
Pens	Bic Solo Desk set (Black)	10
Pencils	HB	5 Boxes
Eraser		20
Selotape	Clear packaging tape 48 mm X 50m	10
Double sided selotape	5m	10
A4 Envelops	Croxley White	4 Boxes of 250
Button envelops	A4 (light Yellow, Light pink, light blue)	30 of each colour
Clip board	A4 PVC Clip board with cover	15
Finger Cones	Croxley Fingerettes - (Green/ Turquoise) No 2 and No 3	5 of each size Pack of 10
Ink	Stamp ink black	20
Pritt	Pritt original 43g	30
Photocopying Colour paper	A4 light yellow, A4 light green,	3 Boxes of each colour
Calculator	12 digit desktop calculator	1
Mailing Labels	Tower 100 sheets small rectangular W112 A4 46.6 X 63.5mm	10 packs
Laminating Sheets	A4 and A3	3 Pck of 100 each size
Wall clock batteries	AA (Duracell/ Energizer or equivalent) 12 pack	10
Remote control batteries	AAA (Duracell / Energizer or equivalent) 12 pack	10
Selotape	Clear polypropylene for general office use	10
Scissors	Stainless Steel blade, 21.5 cm	15
Desk organiser	Tubular Desk Organiser, moulded plastic	15
Exam pads	A4 size	20
Flip Files	20 pages	30
Sorters	Croxley JD1630 Kwiksort Indexed Sorter - A-Z/Jan-Dec/Mon-Sat (746 x130mm) (Supplied Colour May Vary)	4

Kind Regards


J Warmberg
Campus Manager


B Timothy
Manager: Supply Chain

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
Private Bag 9016
East London, 5200
Tel: (043) 722 5453
Fax: (043) 743 0116
Email: elcadmin@bccollege.co.za

SCHOOL OF ENGINEERING

JOHN KNOX BOKWE CAMPUS
Mfana Street, Nu1, Mdantsane
Private Bag X24
Mdantsane, 5219
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SCHOOL OF OCCUPATIONAL TRAINING

ST MARKS CAMPUS
St Marks Road, 5200
East London
Private Bag 9016
East London, 5200
Tel: (043) 743 6554
Fax: (043) 743 9650
Email: training@bccollege.co.za