



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 11 September 2023 at 11h00 Pm. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

043 704 9238 / 043 704 9241



30 August 2023

To whom it may concern

Kindly forward a quotation on the following specification

Description	Quantity	Details
Post-it notes	20	<ul style="list-style-type: none"> Collection-colours 5 colours 90 sheets per pad
Files	50	<ul style="list-style-type: none"> Lever Arch, plastic Polypropylene, different colours
Plastic sleeves	10 packs	<ul style="list-style-type: none"> Packs of 10
Flip files	30	<ul style="list-style-type: none"> A4 20 pockets
Prestik	15	<ul style="list-style-type: none"> Bostik Prestik, 100g
Pritt	15	<ul style="list-style-type: none"> 43g
Magazine Holder	10	<ul style="list-style-type: none"> Moulded quality plastic, label holder and finger grip
Dividers	30	<ul style="list-style-type: none"> Board Dividers, 10 tab plain, rainbow
Counter book	30	<ul style="list-style-type: none"> 2 quire
Envelopes	3 boxes each	<ul style="list-style-type: none"> C4 Brown – manila gummed C4 White - manila gummed C6 white – seal easi C5 Brown – manilla seal easi
Ruler	10	<ul style="list-style-type: none"> Clear, shatter- resistant, transparent
Post-it	20	<ul style="list-style-type: none"> Sign Here Flag Indexer Points attention to a specific area for signature 50 flags per dispenser 24.5mm x 43.6mm
Redfern – Instruction Labels	2 Boxes	<ul style="list-style-type: none"> Urgent Round 19mm Box of 125 Easy to read information
Flag Indexer	15	<ul style="list-style-type: none"> Assorted colours For messages, notes or reminders 5 pads & 50 sheets per pad
Desk Cube Holder	10	<ul style="list-style-type: none"> Assorted colours available Pastel rainbow colour block
Memo Cube & Refills	30	<ul style="list-style-type: none"> Full Size Stylish Holder 800 x 80gsm bond sheets in white
3-Tier Letter Tray	5	<ul style="list-style-type: none"> Stakable Rubber Fit Modern Design
Paper Clips	10 boxes each	<ul style="list-style-type: none"> Steel paper clips (50mm and 78mm) Assorted colours (33mm, 28mm and 50mm)

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
Tel: (043) 761 1792
Fax: (043) 761 4803
Email: jkbadmin@bccollege.co.za

SCHOOL OF OCCUPATIONAL
TRAINING

ST MARKS CAMPUS
St Marks Road, 5200
East London
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Description	Quantity	Details
Drawing Pins	4 boxes	<ul style="list-style-type: none"> Nickel Plated 11mm head diameter
Key Tags	50	<ul style="list-style-type: none"> Hard Plastic Name card holder Assorted colours
Heavy-Duty Staples	5	<ul style="list-style-type: none"> 70-100 sheets Box of 1000
Extract It Staple Remover	10	<ul style="list-style-type: none"> Knife –Type staple remover For simple staple removing
Heavy Duty Stapler	3	<ul style="list-style-type: none"> Heavy duty metal construction Users 23/6 to 23/10 staples Staples up to 100 sheets
Solo Desk Set	5	<ul style="list-style-type: none"> Medium nib Refillable Ideal for everyday use Securely mounts to almost any surface
Pens	240	<ul style="list-style-type: none"> Pilot G-2 (10) retractable rollerball pen 0.7mm nib, Gel ink, Rubber grip, Refillable, Acid free, Archival safe and Retractable Black (100) Red (70) Green (70)
Pen Refills	90 (30 each)	<ul style="list-style-type: none"> Gel ink 0.7mm nib
EK70 Bullet Point Permanent Marker	10	<ul style="list-style-type: none"> 1.5mm nib Permanent Water & fade-resistant
HB Pencil	10 boxes	<ul style="list-style-type: none"> Top quality Easy to erase & sharpen Break-resistant lead
Mars Plastic Eraser	10 boxes of 20	<ul style="list-style-type: none"> Comfort quality eraser High-quality erasing performance white
Pencil Sharpener - Metal	20	<ul style="list-style-type: none"> Wedge-shaped Double hole
Correction pen – Fine Point	15	<ul style="list-style-type: none"> 7ml fluid, Multi-purpose fine point, Slim shape Ideal for pencil case
Labels	1 box	<ul style="list-style-type: none"> White 100 sheets mailing Transparent matt Compatible with all printer brands 37mm x 105mm 16per A4 sheet
Magnets	10	<ul style="list-style-type: none"> Parrot (30mm) 6 pack



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Description	Quantity	Details
Carry Folder	50	<ul style="list-style-type: none"> A4 sizes Strong & durable Stud stud fastener to keep documents secured Assorted colours
Board Folders	15	<ul style="list-style-type: none"> Tokia-Flush, Kraft Pack of 100
Slide Binders	50 each	<ul style="list-style-type: none"> A4 size, (5mm, 10mm and 15mm) Assorted colour (white, blue and red)
Plastic Clipboard	30	<ul style="list-style-type: none"> A4 size Assorted colours
Packaging Tape	10	<ul style="list-style-type: none"> Clear tape 14 – 48mm x 100m
Calculator	10	<ul style="list-style-type: none"> Large 12-digits 190mm x 130mm
Spike file	5	<ul style="list-style-type: none"> Plastic spike with heavy base
Binding Elements	1 box each	<ul style="list-style-type: none"> 21-ring A4, Durable plastics, Reusable Sizes (6mm binds up to 25mm sheets, 10mm binds up to 60 sheets, 12mm binds up to 85mm sheets, 16mm binds up to 110mm sheets, 20mm binds up to 150mm sheets and 25mm binds up to 195mm sheets)
Storage units	25	<ul style="list-style-type: none"> Corrugated & collapsible, Grey 370mm x 305 x 252mm
Leather Board Covers	2 packs	<ul style="list-style-type: none"> A4 297mm x 210mm, Pack of 50, 210gsm
Binding Covers	2 packs	<ul style="list-style-type: none"> Acetate clear sheet A4 200 microns 100 per pack
Magnetic Whiteboard	4	<ul style="list-style-type: none"> Nobo Includes: dry-wipe marker and pen tray 900mm x 1200mm
Nuatile FlipChart Easel	2	<ul style="list-style-type: none"> Nobo Adjustable pad hooks 1840mm x 1000mm
Foldback Clips	4 boxes each	<ul style="list-style-type: none"> 51mm, 32mm, 41 and 19mm length Black

Your co-operation will be greatly appreciated.

M Zihlele
Senior Administrative Officer

J Warmberg
Campus Manager

www.bccollege.co.za

Z Jikwana
Acting Assistant Director: SCM