



REQUEST FOR FORMAL WRITTEN QUOTATIONS

ADVERTISEMENT

Gauteng CET College is hereby inviting service providers to quote on the following:

RFQ NUMBER	DESCRIPTION	CONTACT PERSON	CLOSING DATE
RFQ 2024/345	<u>STATIONERY</u> Service providers are hereby requested to quote on supply and delivery of Stationery for GCET Head office as per the attached Annexure "A".	Itumeleng Diale 010 900 1169	Friday, 19 April 2024 12:00PM

Submission of Quotation:

Online Submission:

All submissions must be made on etenders portal on www.eternders.gov.za

Please note: No quotations will be received/accepted other than the above-mentioned mediums.

Terms and Conditions relating to Request for Quotations:

- The Gauteng CET College Supply Chain Management Policy will apply.
- Gauteng CET College reserves the right not to appoint where applicable.
- ***Late emailed quotations will not be considered.***
- Quotations submitted are to hold good for the period up until to 60 days.
- All persons in the service of the state are not allowed to quote; and
- 80/20 Preferential Pointing System will be used to evaluate the quotations.
- All service providers/suppliers should be registered on Central Supplier Database (CSD) at <https://secured.csd.gov.za> / www.csd.gov.za and the proof of CSD Registration documents must be attached.
- The College will only communicate directly with the recommended service providers/ suppliers. All other participants can contact the SCM unit for more details on their submission. Hereto the list of recommended Service Providers /Suppliers will be published on the College's Website

Your quotation should be accompanied by the following supporting documents:

(Failure to submit the below mentioned documents will result in immediate disqualification)

1. Company registration documents (CIPRO / CIPC)
2. A valid Tax clearance certificate
3. SBD 4 (Declaration form – attached below) must be completed in full.
4. Proof of Central Suppliers Database (CSD) Registration documents
5. Submit an originally certified copies of the directors' ID documents not older than 6 months.
6. Company Profile
7. The municipal rates & taxes statement in the company's name
 1. If the business operates from the director's residence, the municipal rates and taxes on the director's name must be attached together with an affidavit indicating that the business operates on the said address.
 2. If business operates from leased premises: a valid lease agreement in the company's name must be attached.
 3. A council letter must be in the director's name, and it must be accompanied by an affidavit indicating that the business operates on the said address. "NB" All council letters must be in the Director's names. No Council letter on the company's name will be accepted.
8. An original or certified copy of a valid BBEE Certificate (SANAS ACCREDITED) or A BBEE Sworn affidavit signed by the Commissioner of oath.



ANNEXURE A

Item Description	Quantity
Staplers (standard size)	30
Portfolio files blue (equivalent to marlin)	300
Portfolio files yellow (equivalent to marlin)	300
Portfolio files red (equivalent to marlin)	300
Portfolio files orange (equivalent to marlin)	300
Portfolio files green (equivalent to marlin)	300
Portfolio files purple (equivalent to marlin)	300
A4 PVC L/A Files Green (Box)	1
A4 PVC L/A Files Blue (box)	1
A4 PVC L/A Files Red (box)	1
C4 324 x 229 brown self-seal envelopes	2 Boxes
C3 Manilla seal envelopes (box)	2
C4 324 x 229 self-seal envelopes size 250	2
Lever arch files	260
Arch fine liner Red	60
Arch fine liner Blue	60
Arch fine liner Black	60
A4 plastic sleeves (100x30)	1500
Pilot 0.7mm ballpens red (boxes)	20
Pilot 0.7mm ballpens green(boxes)	15
Pilot 0.7mm ballpens blue (boxes)	10
Pilot 0.7mm ballpens black (boxes)	10
Black pens big	300
Red pens big	200
Blue pens big	300
Scissors (203mm)	30
Bostick prestick	75
Parrot white board cleaner spray 24 lt	20 Bottles
Parrot white board duster	5
Flip chart stand	2
Flat file folder 100S	10 Packs
Office mate stapler remover	5
Casio scientific calculator	14
Highlighter color 4 pack	15 Boxes
Flip Charts	5
AA wall watch batteries	5



higher education & training

Department:
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GAUTENG
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CET COLLEGE

Staples	30
Tipex	20
Name Tag Clips (packet)	5 Packs

Gauteng Community Education and Training College

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