



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 2024/16	<u>STATIONERY</u> Prospective service providers are hereby requested to quote on supply and delivery of Stationery for Josiah Khumalo CLC as per the attached Annexure "A",	Khumbelo Mpofo 010 900 1173	15 January 2024 12h00

Submission of Quotation:

Online Submission:

The following link can be used for submissions: TenderSubmission@GP.CETC.edu.za.

ALL BIDDERS MUST WRITE THE DESCRIPTION AND THE RFQ NUMBER OF THE ADVERT ON THE SUBJECT LINE OF THE EMAIL

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) 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 companies name must be attached.
 3. A council letter must be in the directors name and it must be accompanied by an affidavit indicating that the business operates on the said address . "NB" All

Gauteng Community Education and Training College

Head Office: 100 Northern Parkway RD, Ormonde 2011.1st floor Block D, Crownwood office Park

Tel: 011 494 9040/1

Email: info@getc.edu.za



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 BBBEE Certificate (SANAS ACCREDITED) or A BBBEE Sworn affidavit signed by the Commissioner of oath**





ANNEXURE A

Item Description	Quantity
STATIONERY	
Yellow Duster	60
Notice Board	80
HB Pencils	100
Rubber bands	100
Staples (Standard)	30
Heavy Duty Staples	5
White board cleaner spray	50
White board duster	60
Whiteboard markers (Black) (10 in a box)	30 Boxes
Whiteboard markers (Green) (10 in a box)	30 Boxes
Whiteboard markers (Blue) (10 in a box)	30 Boxes
Whiteboard markers (Red) (10 in a box)	30 Boxes
Permanent markers (Black) (10 in a box)	15 Boxes
Permanent markers (Red) (10 in a box)	15 Boxes
Permanent markers (Blue) (10 in a box)	15 Boxes
Scientific Calculator (Equivalent to Casio)	40
Ruler (30 cm)	60
Prestick	50
File Dividers	50
Paper Cover	100
Plastic Cover	100
Black Pens (Equivalent to BIC Crystal) (50 in a box)	10 Boxes
Red Pens (Equivalent to BIC Crystal) (50 in a box)	10 Boxes
Green Pens (Equivalent to BIC Crystal) (50 in a box)	10 Boxes
Heavy Duty Puncher	10
Office Puncher (40 sheets)	50
Staples Remover	50
Sharpeners	50
Chalk board duster	100
White chalk	100 Boxes
Tippex	60
Paper Clips	50 Boxes
Office Pins	50 Boxes
Scissors	60
Clear Sellotape	100
2 Quire books (192 Pages)	300
A4 72 Pages exercise books	300
A4 Portfolio Files	4000
A4 plastic sleeves	300
Flip Charts	10
A4 Envelopes	200
A3 Envelopes	200
Arch lever Files	500
Medium desktop stapler	50
A4 Exam Pads	300



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



GAUTENG
Community Education and Training
CET COLLEGE



Gauteng Community Education and Training College

Head Office: 100 Northern Parkway RD, Ormonde 2011. 1st floor Block D, Crownwood office Park

Tel: 011 494 9040/1

Email: info@gcetc.edu.za