



REQUEST FOR FORMAL WRITTEN QUOTATIONS

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

ADVERTISEMENT (AMENDEMENT)

RFQ Number	Description	Contact Person	Closing Date
RFQ2024/305	<ul style="list-style-type: none"> Prospective service providers are hereby requested to quote on the supply and delivery of the stationary as per the attached Annexure "A", <p>Delivery Address: HEAD OFFICE: 100 NORTHERN PARKWAY RD, ORMONDE 2011 1ST FLOOR BLOCK D CROWNWOOD OFFICE PARK</p>	Itumeleng Diale 010 900 1173	Friday, 12 April 2024 12:00 PM

Submission of Quotation:

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

ALL BIDDERS MUST WRITE THE DESCRIPTION AND 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)

- Company registration documents (CIPRO / CIPC)
- A valid Tax clearance certificate
- SBD 4 (Declaration form) must be completed in full.
- Proof of Central Suppliers Database (CSD) Registration documents
- Submit an originally certified copies of the directors' ID documents not older than 6 months

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



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

ANNEXURE "A"

Item Description	Quantity
• A4 2 QUIRE BOOKS	200
• A4 72 Pages exercises books	500
• A4 plastic sleeves (100x30)	1000
• A4 exam pads	200
• Arch leaver files	200
• Portfolio files red (equivalent to marlin)	300
• Portfolio files blue (equivalent to marlin)	300
• Portfolio files green (equivalent to marlin)	300
• Portfolio files yellow (equivalent to marlin)	300
• Portfolio files orange (equivalent to marlin)	300
• Portfolio files purple (equivalent to marlin)	300
• Whiteboard markers black (boxes)	1000
• Whiteboard markers blue (boxes)	500
• Whiteboard markers green (boxes)	500

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

• A4 White envelopes (boxes)	10
• Pilot 0.7mm ballpens black (boxes)	15
• Pilot 0.7mm ballpens red (boxes)	10
• Pilot 0.7mm ballpens blue (boxes)	05
• Pilot 0.7mm ballpens green (boxes)	05
• Staplers	10
• Scissors (203mm)	10
• Bostick Prestik	25
• Pencils (12per box)	50