



## REQUEST FOR FORMAL WRITTEN QUOTATIONS

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

### ADVERTISEMENT

RFQ Number	Description	Contact Person	Closing Date
RFQ2024/284	<p><b>STATIONERY</b></p> <ul style="list-style-type: none"> <li>Prospective service providers are hereby requested to quote on supply and delivery of <b>STATIONERY</b> for 21 BATTALION CLC as per the attached Annexure "A",</li> </ul>	<p><b>L NENGWENANI</b> 010 900 1174</p>	<p>27 MARCH 2024 11H00am</p>

#### Submission of Quotation:

The following email can be used for submissions: [TenderSubmission@GP.CETC.edu.za](mailto: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](http://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 [company's](#) ID documents not older than 6 months
6. Company Profile
7. The municipal rates & taxes statement in the [director's](#) name [director's](#)
  1. If the business operates from the [residence](#), the municipal rates and taxes on the [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 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 oaths.



**ANNEXURE "A"**

<b>Item Description</b>	<b>QUANTITY</b>
<b>STATIONERY</b>	
1. Arch Lever Files	40
2. Large Wall Clocks 20in 50cm	10
3. Staples (Giant Size)	10
4. Staples (Standard Size)	10
5. Scissors (Big)	10
6. Name Tags Holders (100 per pack )	02
7. First Aid Kits	04 Bags
8. Plastic Sleeves (Pack of 100)	1
9. Black Pens (Equivalent To Bic) 60 Per Box	4
10. Flip-Charts (A3)	10
11. Bostic (Equivalent To Super Stick)	10
12. File Dividers	20
13. AAA Batteries (Equivalent to Dura Cell)	40
14. AA Batteries (Equivalent to Dura Cell)	40
15. Glue stick (Equivalent to Pritt)	10
16. Super Power Batteries (Equivalent to ALLCALINE 6LR61)	10