



## 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
RFQ2024/32	<b><u>STATIONERY</u></b> <ul style="list-style-type: none"><li>Prospective service providers are hereby requested to quote on the services of STATIONERY at CHIAWELO CLC as per the attached Annexure "A",</li></ul>	L NENGWENANI  010 900 1174	17 JANUARY 2024  14H00PM

#### 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.
- 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)**

- 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
- Company Profile
- The municipal rates & taxes statement in the company's name
  - 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.
  - If business operates from leased premises: a valid lease agreement in the companies name must be attached.
  - 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.
- An original or certified copy of a valid BBBEE Certificate (SANAS ACCREDITED) or A BBBEE Sworn affidavit signed by the Commissioner of oaths.

### Gauteng Community Education and Training College

Head Office: 100 Northern Parkway RD, Ormonde 2011, 1<sup>st</sup> floor Block D, Crownwood office Park

Tel: 011 494 9040/1

Email: [info@gcetc.edu.za](mailto:info@gcetc.edu.za)



**ANNEXURE "A"**

Item Description	QUANTITY
<b>Stationery</b>	
1. Giant arch lever file	16 boxes
2. Big arch lever file	16 boxes
3. Small arch lever file	16 boxes
4. Black ball point pen box of 60	30 boxes
5. Blue ball point pen box of 60	30 boxes
6. Green ball point pen box of 60	10 boxes
7. Red ball point pen box of 60	6 boxes
8. College exercise books –72 pages box of 60	10 boxes
9. Colour paper ( yellow )	1 box
10. Colour paper ( Green )	1 box
11. Colour paper ( Orange )	1 box
12. Staplers	6
13. A4 2 quire book box of 60	2boxes
14. Sleeved eraser tree line	1 box
15. Pencils	10 boxes
16. Highlighters pack of 4	50
17. Clear sellotape 48mm x 10	50
18. Glue stick ( equivalent to Pritt ) 43g	100
19. Standard staples 10 per box	4

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20. Quotation folder 100 per box

5 boxes