



## 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
RFQ 2024/71	<p><b>STATIONERY</b> Prospective service providers are hereby requested to quote on supply and delivery of Stationery for KWA-THEMA CLC as per the attached Annexure "A",</p>	Kgaogelo Sello 010 900 1174	19 January 2024  12H00

#### Submission of Quotation:

##### **Online Submission:**

The following link can be used for the Vendor portal: [TenderSubmission@GP.CETC.edu.za](mailto:TenderSubmission@GP.CETC.edu.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.
- 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. Failure to use the attached SBD4 will result in your submission being disqualified. (Quotation date must match with SBD4 date).
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 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

Item Description	QUANTITY
1. Staples NO.26/6 Box of 5000	10 Boxes
2. Giant Stapler	5
3. Heavy Duty Office Puncher	4
4. Office Metals Standard Staplers	10
5. Highlighter Assorted Colours Pack of 6	10 Packs
6. Pritt Glue 22g	20
7. Batteries AA LR6/MN 1500 (Equivalent to Duracell) Pack of 10	2 Pack
8. Permanent Marker Black	10
9. White Board Marker (Black, Green, Red and Blue) 12's	10 Pack Each
10. Scissors 6.5"	10
11. Thick Rubber Bands 100g	10 Packs
12. Paper Clips 33mm (100pcs)	5
13. Bic Clic Ball Point Pen- Black & Red 100's	20 Boxes Each
14. Sellotape 50mm,25mm and 10mm	20 Each
15. Prestik 100g	10
16. Presentation Folder (Green, Orange, Blue, Purple, Red, Black, Pink)	150 Pack Each
	
17. Arch Lever Files (Green, Orange, Blue, Purple, Red, Black, Pink) PVC	20 Pack Each
18. Rubber Bands 100g Size 10	10 Packs
19. Notice Board Pin 40's	10 Boxes
22.USB 32GB	10



23. A4 Plastic Pocket Sleeves 100's	4 Pack
24. A4 Transparency Paper 40's	5 Pack
	
25. Pencils (Equivalent to HB) 12's	5 Pack
26. Erasers 12's	10 Pack
27. White Chalk 100's	10 Boxes
28. Clear Ruler	10