



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
RFQ2023/894	<u>STATIONERY</u> Prospective service providers are hereby requested to quote on supply, delivery and installation of STATIONERY for 21 BATTALION CLC as per the attached Annexure "A",	L NENGWENANI 010 900 1174	17 NOVEMBER 2023 11H00AM

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 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

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
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 must be attached.
8. An original or certified copy of a valid BBBEE Certificate (SANAS ACCREDITED) or A BBBEE Sworn affidavit signed by the Commissioner of oaths.

Enquiries: All enquiries pertaining to Supply Chain Management Matters contact 010 9001174

Gauteng Community Education and Training College

Head Office: Block B, 2nd Floor Crown wood Office Park, 100 Northern Parkway Ormonde 2091

Tel: 011 494 9040/1

Email: clifford.wee@gauteng.gov.za

ANNEXURE "A"

Item Description	QUANTITY
<u>STATIONERY</u>	
1. A2 FLIP CHARTS (420MMX594MM)	20
2. BLACK PENS	4 BOXES
3. BLUE PENS	4 BOXES
4. ARCH LIVER FILES 100 IN BOX	2 BOXES
5. PLASTIC SLEEVES 100 IN PACK	3 PACKS
6. A4 FILE (FOLDER FILE TWLINE)	200
7. PAPER GLUE EQUIVALENT TO PRITT	20
8. STAPLES PIN (STANDARD)	10
9. BIG PAPER CUTTING SCISSORS	10
10. HEAVY DITY PUNTURE	6

Gauteng Community Education and Training CollegeHead Office: Block B, 2nd Floor Crown wood Office Park, 100 Northern Parkway Ormonde 2091

Tel: 011 494 9040/1

Email: clifford.wee@gauteng.gov.za