



REQUEST FOR FORMAL WRITTEN QUOTATIONS

ADVERTISEMENT

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

RFQ NUMBER	DESCRIPTION	CONTACT PERSON	CLOSING DATE
RFQ 2024/325	<u>STATIONERY</u> Service providers are hereby requested to quote on supply and delivery of stationery for GCET Head office as per the attached Annexure "A".	Bongani Lebombo 010 900 1169	10 April 2024 12H00

Submission of Quotation:

Online Submission:

All submissions must be submitted to online submission.

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)

1. Company registration documents (CIPRO / CIPC)
2. A valid Tax clearance certificate
3. SBD 4 (Declaration form – attached below) 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 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 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 BBEE Certificate (SANAS ACCREDITED) or A BBEE Sworn affidavit signed by the Commissioner of oath.



ANNEXURE A

Item Description	Quantity
Staplers (standard size)	400
Standard staples	300
Staple removers	100
Normal punchers	50
Heavy duty staplers	50
Heavy duty punchers	150
HB Pencils	300
Permanent markers black	100
Permanent markers red	50
Permanent markers green	50
Clip boards	100
Bostik Prestik 100g	650
A4 Plastic pocket (100 in a packet)	500



higher education & training

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Higher Education and Training
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GAUTENG
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CET COLLEGE

A3 Brown envelopes (50 in a box)	150
Highlighters (assorted colours – 4 in a pack)	200
Erasers (20 in a box)	100
Rulers	50
White chalks	150
Glue Stick 43g	200
Notice Board Pins	50 boxes
Rubber Bands No 10 - 100 Grams	50
Rubber Bands LEGAL WIDE - 100 Grams	50
Erasable Pens	20
Correction Pen Fine Metal Point	100
Paper clips 33mm (100 in a box)	50
A4 Laminating Pouches (100 in a pack)	50
Chalkboard duster	200
Notebook 2 Quire	50
Paper Fasteners (80mm)	200
A4 72 Pages Exercise Books	100
A4 3 Quire Books	100
Sharpener 20 inside	50

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