



## 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 2023/873	<b><u>STATIONERY</u></b> Prospective service providers are hereby requested to quote on supply and delivery of Stationery for Gauteng CET Central Office as per the attached Annexure "A",	Ms Tshwarelo Jobo  010 900 1174	21 November 2023  16h00

### **Submission of Quotation:**

#### **Online Submission:**

The following email should be used to submit quotations: [TenderSubmission@GP.CETC.edu.za](mailto:TenderSubmission@GP.CETC.edu.za).

Please note: No quotations will be received/accepted other than the above-mentioned medium.

**ALL BIDDERS MUST WRITE THE DESCRIPTION OF THE ADVERT ON THE SUBJECT LINE OF THE EMAIL**

### **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 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

### **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)



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**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 oath.**





**ANNEXURE A**

Item Description	Quantity
<b>STATIONERY: 2 Quire books, Exam pads and Bantex quotation folder</b>	
A4 2 Quire Books	2 350 units
A4 Exam Pads (10 in a pack)	500 Packs
Bantex A4 Quotation Folder (10 in a pack)	200 Packs