



## 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
RFQ2024/26	<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 TSWINYANE CLC as per the attached Annexure "A",</li></ul>	L NENGWENANI  010 900 1174	17 JANUARY 2024  12H00PM

#### **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

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ANNEXURE "A"

Item Description	QUANTITY
<b>Stationery</b>	
1. Big scissors 8 inch 1200 x 1200	5
2. standard Staplers	10
3. Pen ( equivalent to Big Click ) Black x60 per box	10boxes
4. Pen ( equivalent to Big Click ) Blue x60 per box	10boxes
5. Pen ( equivalent to Big Click ) Red x60 per box	10boxes
6. Pen ( equivalent to Big Click ) Green x60 per box	2 boxes
7. Plastic Silvers 10 in a pack	50
8. Glue ( equivalent to Pritt ) Stick 43g	10
9. Exercise Book ( equivalent to Croxley ) 72 pages feint and margin JD328CFM x60 per box	10boxes
10. A4 2 Quire counter book 192 pages feint and margin JD328CFM x60 per box	2 boxes
11. Lever Arch File black	25boxes
12. Eraser box of 10	50boxes
13. Steel medium sharpeners	20boxes
14. Rulers 30cm	20boxes
15. Pencil box of 10	50boxes
16. Natural rubber bands size# 32 x 100grams	10boxes
17. Exam pad box of 60	2 boxes
18. Sellotape ( Big size ) 10 in box	1 box