



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 2024/73	STATIONERY Prospective service providers are hereby requested to quote on supply and delivery of STATIONERY for DUDUZA CLC as per the attached Annexure "A",	Kgaogelo Sello 010 900 1174	19 January 2024 12H00

Submission of Quotation:

The following link can be used for the Vendor portal: 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.
 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 BBBEE Certificate (SANAS ACCREDITED) or A BBBEE Sworn affidavit signed by the Commissioner of oaths.

ANNEXURE A

Gauteng Community Education and Training College

Head Office: 100 Northern Parkway RD, Ormonde 2011.1st floor Block D, Crownwood office Park

Tel: 011 9001174

Email: info@gcetc.edu.za



Item Description	QUANTITY
1. Fine Point Click (Equivalent to Bic 60 inside)	5 Boxes black 2 Boxes Red
2. Flip Files	20 Pockets (20) 30 Pockets (20)
3. Standard Staples No.56(5000) Equivalent to Rexel	30 Boxes
4. Standard Staplers No.56 Equivalent to Rexel	10
5. Heavy Duty Office Puncher	2
6. Giant Stapler Equivalent to Rexel	2
7. Plastic Pockets A4 (100 in a pack)	30
8. Glue stick 43g (Equivalent to Pritt) Box of 24	2 Boxes
9. Pencils 24 Per Box (Equivalent to Staedtler)	5
10. Eraser 20 Per Box (Equivalent to Staedtler)	3
11. Pencil Sharpener 24 Per Box	3
12. Highlighters 12 Per Pack (Equivalent to Pen flex)	12
13. Exam Pads (100 Punched Sheets) 10 Per Pack	3
14. Presentation File 5 Per Pack (Equivalent to Croxley)	30
15. Arch Lever Files 10 Per Pack (Equivalent to Croxley)	50
16. A3 Board Folders Red (100 Pack) Yellow (100 Pack) Orange (100 Pack) Purple (100 Pack) Green (100 Pack)	3 Each
17. Scientific Calculator	50
18. A4 72 Pages Exercise Books (Feint Margin) Boxes	100
19. A4 2 Quire Notebooks	50
22. A4 3 Quire Notebooks	50
23. Clear Sellotape 24MM X 66M	100
24. Paper Fasteners (80 mm, 2 inch) 100 per pack	50
26. Black Board Marker (Equivalent to Pen flex) 12 Per Pack	100
27. Plastic Cover (480mmx3m)	400
28. Hard Cover Files (Equivalent to Croxley)	50



29. Prestik	20
30. Small Scissors	20
31. Name tag holders (Boxes)	2

