



## 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 2024/296	<b><u>STATIONERY</u></b> Prospective service providers are hereby requested to quote on supply of maintenance for Ivory Park CLC as per the attached Annexure "A",	Loyiso Ngwele 010 900 1173	Tuesday, 02 April 2024 @ 12:00 PM

#### **Submission of Quotation:**

#### **Online Submission:**

The following link can be used for submissions: [TenderSubmission@GP.CETC.edu.za](mailto:TenderSubmission@GP.CETC.edu.za).

**ALL BIDDERS MUST WRITE THE DESCRIPTION AND THE 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.
- **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 companies name must be attached.
  3. 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.

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
<b>STATIONERY</b>	
A4 PVC L/A FILES BLUE (BOX)	1
A4 PVC L/A FILES GREEN (BOX)	1
A4 PVC L/A FILES RED (BOX)	1
MANILLA SELF SEAL ENVELOPES SIZE 110 X 220 95000 BROWN	1 Box
C3 MANILLA SEAL ENVELOPES (BOX)	2 Boxes
C4 324 X 229 WHITE MANILLA SELF SEAL ENVELOPES	2 Boxes
C4 324 x 229 BROWN SELF SEAL ENVELOPES SIZE (250)	2 Boxes
OFFICE MATE STAPLER REMOVER	5
HIGHLIGHTER ASS COLOUR 4 PACK	15 Boxes
CASIO SCIENTIFIC CALCULATOR	4
COLOUR CHALK (100)	10 Boxes
WHITE CHALK (100)	20 Boxes
A4 PLASTIC SLEEVES	10
LEVER ARCH FILES	50
ARCH FINE LINER BLACK	60
ARCH FINE LINER BLUE	60
ARCH FINE LINER RED	60
PRIT 20 GR (24 IN THE BOX)	48 Boxes
HIGHLIGHTER ASS (COLOUR 4 PACK)	10
A4 192 GR QUIRE (COUNTER BOOK)	20
PARROT WHITE BOARD MARKER BLACK	10 Packs
ORANGE BALL FINEPOINT RED FINE 0.8MM X 60	4 Boxes
ORANGE BALL FINEPOINT BLACK X60	4 Boxes
A4 192 GR QUIRE (COUNTER BOOK)	20
ORANGE BALL FINEPOINT GREEN X60	1 Box
PORTFOLIO FILES ASS COLOURS	20 Packs
RUBBER BANDS NO. 19 100 G	4 Boxes
STAMP PADS HIGH DENSITY B110 X 70MM BLACK	1
MEDIUM STAPLER Light duty	4
MEDIUM STAPLER	6
STICK NOTE PADS (38MM)	2
CLEAR SELLOTAPE MEDIUM	2 Packs
PARROT WHITE BOARD CLEANER SPRAY 24 LT	20 Bottles
PARROT WHITE BOARD DUSTER	5
SELLO TAPE BIG	10 Packs
FLAT FILE FOLDER 100S	10 Packs
FLIP CHART STAND	2
GLUE STICKERS	10 Packs
FLASHDRIVE 32 G	2



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



# GAUTENG

Community Education and Training

# CET COLLEGE

TRODART INK	4 Bottles
PLASTIC SLEEVES 4A	50 Packs
LIVER ARCH FILES	40
1 QUIRE FEINT MARGIN	24
A4 192 PAGES QUIRE COUNTER BOOK	24
PUNCH 60 SHEETS	6
PUNCH 25 SHEETS	6
EXAM PADS PUNCHED	100
HEAVY DUTY STAPPLES 23/13/H13	15 Boxes
CHALKBOARD TINTED A1 WHITE (FLIPCHART)	5



## 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)