



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 2024/341	<u>BULK STATIONERY</u> Prospective service providers are hereby requested to quote on supply and delivery of Stationery for HEAD OFFICE as per the attached Annexure "A",	Sello Kgaogelo 010 900 1174	19 APRIL 2024 15H00

Submission of Quotation: E Tender 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.
- 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. (Date must match with quotation date). Failure to use the attached SBD4 will result in your submission being disqualified.
 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.

Item Description

QUANTITY

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



1. Staples NO.26/6 Box of 5000	70 Boxes
2. Giant Stapler	30
3. Heavy Duty Office Puncher P-865	60
4. Office Metals Standard Staplers	30
5. Highlighter Assorted Colours Pack of 6 (Equivalent to Penflex)	50 Packs
6. Glue Stick Equivalent to Pritt 22g	30
7. Batteries AA LR6/MN 1500 (Equivalent to Duracell) Pack of 10	30 Boxes
8. Permanent Marker Black 12's	40
9. White Board Marker (Black, Green, Red and Blue) 12's	50 Pack Each
10. Scissors 6.5"	50
11. Thick Rubber Bands 100g	20 Packs
12. Paper Clips 33mm (100pcs)	20
13. Bic Clic Ball Point Pen- Black & Red 100's	50 Boxes Each
14. Clear Sellotape 50mm,25mm and 10mm	70 Each
15. Prestik 100g	50
16. Laminating Pouches 65x95mm, 100 inside	20 Pack Each
17.Arch Lever Files Black PVC	200
18. Envelopes A4 and A3, 250 per box	4 Each
19. Notice Board Pin 40's	10 Boxes
22.USB 16GB	30
23. A4 Plastic Pocket Sleeves 100's	50 Pack
24. Paper Clips 50mm (100pcs)	10 Boxes
25. Pencils (Equivalent to HB) 12's	50 Boxes
26. Erasers 12's	40 Pack
27. White Chalk 100's	60 Boxes
28. Clear Ruler	10
29. Tippex 8ml (Equivalent to Bic)	10
30. White Masking Tape 40m	100
31. External Hard Drive 1TB	2
32. CR-R Verbatim (Pack of 50)	2
33. DVD-RW Verbatim (Pack of 50)	2



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



GAUTENG
Community Education and Training
CET COLLEGE

34. File Dividers Alphabets	20
35. Barrier Tape 500m Roll	8 Rolls
36. Staple Remover Small	14
37. Name Tags	300
38. Name Tag Holders	300



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