



## 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 2024/344	<p><b>STATIONERY</b></p> <p>Prospective service providers are hereby requested to quote on <b>Stationery</b> for Gauteng CET Central Office as per the attached Annexure "A",</p> <p><b>DELIVERY ADDRESS:</b> <b>100 Northern Parkway, Ormonde, Johannesburg South, 2091</b> <b>GCETC, 1<sup>ST</sup> FLOOR BLOCK D</b></p>	Itumeleng Diale  010 900 1169	Friday, 19 April 2024.  12:00PM

**Submission of Quotation:**

All submissions must be made on etenders portal on [www.etenders.gov.za](http://www.etenders.gov.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](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 BBBEE Certificate (SANAS ACCREDITED) or A BBBEE Sworn affidavit signed by the Commissioner of oaths.**

### 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:

011 900 1174

Email: [info@gcetc.edu.za](mailto:info@gcetc.edu.za)



ANNEXURE A

Item Description	QUANTITY
<b>STATIONERY</b>	
Rubber bands No. 19 100 G	4 Boxes
Clear sellotape medium	22 Packs
Stick notes pads (38mm)	2
Medium Stapler	6
Medium stapler light-duty	4
Stamp Pads High density.	1
Prit 20 GR (24 in the box)	48 Boxes
Chalkboard tinted A1 white Flipcharts	5
Heavy duty staples 23/12/h13	15 Boxes
1 quire feint margin	24
Glue stickers	10 Packs
Trodart Ink	4 Bottles
Flash drive 32GB	2
Sellotape big	10 Packs
Color chalk (100)	10 Boxes
A4 72 Pages exercises books	500
Pencils (12per box)	50
Staplers	30
BIG SIZE WALL CLOCKS (50 CM)	10
BIG SCISSORS	20
FIRST AID KIT	4 BOXES
FLIP CHARTS (A3)	10
PRITT GLUE	25
NAME TAGS HOLDER( 50 PER PACKET)	6 PACKETS
BIG SIZE WALL CLOCKS (50 CM)	10
RECHARGABLE LIGHTS (MAGNETTO LED LANTERN 2.0)	18
AAA BATTRIES (DURAL CELL) (12 IN A PACK)	3
AA BATTRIES DURA CELL (12 IN A PACK)	3
SUPER POWER BATTRIES ALLICALINE 6LR61(FOR DETACTOR SCANNER)	10
BLACK PEN (60 PER BOX)	36
RED PEN (60 PER BOX)	30
GREEN PEN (60 IN A BOX)	11
QUOTATION FILE BANTEX (CODE 404406) 10 PER BOX	5



RECHARGEABLE LIGHTS (MAGNETTO LED LANTERN 2.0)	18
HP PENCILS (100 IN A BOX)	3
HIGHLITERS (24 IN A PACK)	2
POCKETS FILE (100 IN A PACK)	10 PACKS
DETECTOR SCANNER	20
Arch Files	200
A4 WHITE PAPER (TYPEK/ROTATRIM) BOX	50
A3 WHITE PAPER (TYPEK/ROTATRIM) BOX	5
TOILET PAPER (2 PLY PACK OF 48)	20
LAMINATING POUCHES (100 PIECES) A4	5
LAMINATING POUCHES (100 PIECES) A3	5
STICKY NOTE (SELF STICK 3X3)	150
WHITE BOARD MARKERS BOX (BLACK)	10