



Tel : +27 47 401 6400  
Fax : +27 47 401 6431  
Email: info@kinghintsacollege.edu.za

## **REQUEST FOR QUOTATION**

**RFQ Name:** Purchasing of Stationery for Willowvale Campus

**RFQ No:** KHC/RFQ/11nmm/2023

**Specification Enquires:** Mr S. Sixabayi

**Contact Details:** 047 499 1007

**Email address:** [siyabongas@kinghintsacollege.edu.za](mailto:siyabongas@kinghintsacollege.edu.za)

**SCM Enquiries:** Ms N. Momo

**Contact No:** 047 401 6400/6437

**Email address:** [nyamekam@kinghintsacollege.edu.za](mailto:nyamekam@kinghintsacollege.edu.za)

### **Specification:**

#### **WILLOWVALE CAMPUS OFFICE STATIONERY REQUISITION FOR 2023**

<b>STATIONERY ITEMS</b>	<b>QUANTITY IN PLACE</b>	<b>QUANTITY NEEDED</b>
<b>1. Pens</b>		
<b>(Red Pens)</b>	00	350
<b>(Black Pens)</b>	00	350
<b>(Green Pens)</b>	00	100
<b>(Blue Pens)</b>	00	100
<b>2. Printing papers</b>	00	200 boxes (A4: 500sheets Rotatrim)
<b>3. Calculators (Casio-Scientific)</b>	00	100
<b>4. Croxley double answer sheets</b>	00	5 000 sheets
<b>5. Pencils</b>	00	200
<b>6. Sharp Scientific Calculators</b>	00	150
<b>7. EL-531WH-BK</b>		
<b>8. 2 Quire Counter Books</b>	00	70 Boxes
<b>9. Marking stamps- English</b>	00	2
<b>10. Stamps (SL &amp; HOD)</b>	00	5
<b>11. Pritt</b>	00	100
<b>12. Prestik (original)</b>	00	100
<b>13. USB (16G)</b>	00	100
<b>14. 2 hole binder clips</b>	00	200 units
<b>15. Staple Remover</b>	00	20
<b>16. Binding cover (clear)</b>	00	100
<b>17. Paper File Covers</b>	00	100
<b>(College colours)</b>		

<b>18. Plastic covers</b>	00	200
<b>19. Liver Arch Files</b>	00	60 (Red) 60 (Blue) 60 (Green) 60 (Yellow) 100 (black)
<b>20. Laser jet print cartridges 13A</b>	00	10 (black) 5 (Cyan) 5 (Magenta) 5 (Yellow)
<b>21. Paper clips</b>	00	3 boxes

**Important Information:**

**Please submit the following compliance documents:**

- **A Valid Tax certificate;**
- **Central Supplier Database Registration Proof;**
- **A valid BBBEE certificate or Sworn Affidavit;**
- **The completed declaration forms.**

**All quotations and compliance documents MUST be emailed to the following address: [nyamekam@kinghintsacollege.edu.za](mailto:nyamekam@kinghintsacollege.edu.za)**

**Closing Date of quotations: 25 January 2023.**

**PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED.**