



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



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## **REQUEST FOR QUOTATION**

**RFQ NO:** KHC/RFQ/02/2023

**Technical Enquires:** Mr. A Potelwa  
Contact Details 073 426 5366

**SCM Queries:** Mr. N Mlokoti  
**Contact Details:** 047 401 6400

## **REQUISITION SPECIFICATION**

### **STATIONARY REQUISITION**

#### **YEAR 2023**

| <b>NO</b> | <b>ITEMS</b>   | <b>QUANTITIES</b> |
|-----------|--|-------------------|
| 1.        | Arch files   | 320               |
| 2.        | Staplers   | 35                |
| 3.        | Staples  | 40 boxes          |
| 4.        | 3 quires   | 3 boxes           |
| 5.        | College exercise book                                  | 15 boxes          |
| 6.        | Pritt  | 1 box             |
| 7.        | Highlighter  | 5 boxes           |
| 8.        | Arch file cover and plastic cover (Ready made)         | 180               |
| 9.        | USB 64 gig   | 50                |
| 10.       | Student files (30 pocket)                              | 45 boxes          |
| 11.       | Calculators Casio fx822za plus                         | 260               |
| 12.       | Red pen  | 2Boxes(20x60)     |
| 13.       | Black pen  | 5boxes(20x60)     |
| 14.       | Green pen  | 1 box (60)        |
| 15.       | Blue pen   | 3 boxes (60)      |
| 16.       | Pencil   | 15 Boxes          |
| 17.       | Eraser   | 15 boxes          |
| 18.       | A4 printing paper                                      | 30 boxes          |
| 19.       | Staple remover   | 40                |
| 20.       | Giant stapler  | 3                 |
| 21.       | 3 in 1 office printers (photocopier; scanner; printer) | 5                 |
| 22.       | Buddy drawer   | 2                 |
| 23.       | Desk shelf   | 1                 |

|                                       |                |
|---------------------------------------|----------------|
| <b>24. A4 Parchment paper (plain)</b> | <b>2 boxes</b> |
|---------------------------------------|----------------|

Important information:

Please submit the following documents:

- **Valid Tax Clearance Certificate or pin.**
- **A valid BBBEE certificate or Sworn Affidavit;**
- **Central Supplier Database Registration Proof;**
- **Completed attached declaration forms.**

All quotations and compliance **MUST** be emailed to the following address:

[nkosikhona@kinghintsacollege.edu.za](mailto:nkosikhona@kinghintsacollege.edu.za)

**Closing Date:** 20 January 2022

**PLEASE NOTE THAT NO LATE SUBMISSION WILL BE ACCEPTED**