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REQUEST FOR QUOTATION

RFQ NO: KHC/RFQ/12/2023

Technical Enquires: Ms Makwezela
Contact Details 0728265681

SCM Queries: Ms. B. Cwayi
Contact Details: 047 401 6400

REQUISITION SPECIFICATION

STATIONARY REQUISITION FOR MSOBOMVU CAMPUS

YEAR 2023

NO	ITEM DESCRIPTION	QUANTITY
1.	Fly Paper A4	10 Boxes
2.	2 Quire Counter Book 192 pages	3000 Units
3.	White Board Markers Red Blue Green	Box of 12x32 Box of 12x32 Box of 12x32
4.	Elastic bands 100 g nett weight Size 128	3 Packs
5.	Fingerettes (Green)	1 Packet
6.	Black pen – Ink jell Red Pen – Ink jell Green Pen – Ink jell	25 (Box of 12) 25 Boxes 25 Boxes
7.	Sellotape 50m transparent	05
8.	Insulation Tape	10
9.	P.V.C Lever Arch files A4	60 Units
10.	Cardboard Lever Arch Files	100
11.	Yellow duster 33cm x 33cm soft	120

12.	Staples 26/6	32 Units
13.	Set Square Gonye 32cm – 45	150 Units
14.	Multi Adaptor	05 (3 plugs)
15.	2 Pin Plugs	10
16.	Metal File fasteners 8cm Sets	100
17.	Maped Mental 250mm	150 Units
18.	Helix technical drawing set 0,5-60mm 12pcs	120 Units
19.	Metal hinge clips- Medium	2 Packs
20.	Plastic Sleeves	20 packs of 100
21.	A4 Printing Papers A3 Printing Papers	100 Boxes 10 Boxes
22.	USB Multiport adaptor	2
23.	HB Clutch 0,5	100 Units
24.	20 pages Pockets Plastic Files.	30 units
25.	Mathematical Set	120 Units
26.	Wall Clocks Large	10
27.	Suspension Files Green Yellow Red	200 200 200
28.	Extension Cord	3 x 50 metres
29.	Tidy Box Files with lids	50
30.	Casio Scientific Calculator fx-28 za plus	150 Units
31.	Laminator	A3
32.	1 Blue 1 Red 1 Green	Rubber Stamp (Examinations)

Important information:

Please submit the following documents with quotation:

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

All quotations and compliance MUST be emailed to the following address:
bcwayi@kinghintsacollege.edu.za

Closing Date: 17 May 2023 @ before 15H00

PLEASE NOTE THAT NO LATE SUBMISSION WILL BE ACCEPTED