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REQUEST FOR QUOTATION

RFQ NO: KHC/RFQ/33/2023

Technical Enquires: Mr L. Soji (Campus Manager)
Contact Details: 0736062659

SCM Queries: Ms Cwayi
Contact Details: 047 401 6400

PROJECT DESCRIPTION: Supply and delivery of Stationery at Teko Campus
SPECIFICATION (STATIONERY LIST)

ITEM	SPECIFICATION	QTY
1. PENTEL ENER GEL	Black 1DOZ. 12PCS. BL107-A	28 boxes
2. Staplers	24/6-26/6	X20 boxes
3. Stepless	26/6 -13mm I 6mm	X 40(5000 pcs NEXX)
4. Prestik	50X100G	X 20 Boxes
5. File dividers	A4 paper size(different colours)	10X5 boxes
6.		
7. Calculator	CASIO fx-82ES PLUS 2 ND edition	X 400
8. Lead pencil with eraser	Wood	X 300
9. Stick`n cube	3x3 in/76x76mm400sheets/cube	X 50
10. Paper Clips	10mm-58mm 8mm-30mm	X 2 boxes
11. Hard drive	Computer hard drive	X 02
12. Printing papers white	Typek A4 paper size	X 100 Boxes
13. Bantex lever Arch liver Pvc	10 blue,10 Red, 10 Green, 10 Yellow, 60black.	X50
14. 3 Tier trays	Associated colours. X2 Sky Blue, x1 Green Lizard.	X3
15. Magazine Holder	X2 Sky Blue, x1Green Lizard.	X3

16. Cube holder & paper	X2 Sky Blue, x1Green Lizard.	X3
17. Pen Holder	X2 Sky Blue, x1Green Lizard.	X3
18. Paper clip Holder	X2 Sky Blue, x1Green Lizard.	X3
19. Covers and plastic covers	For file covering	X 20
20. Extensions 3 meters	X11 =3 plug points with 2 to way plug points	X 05
21. White certificate board paper	White colour	X300
22. White board makers	675	375
23. White board cleaner	8	X8
24. White board wiper	8	X8
25. Red Pen	Red Bic pens	X 07 boxes
26. Green Pen	Green Bic pens	X 3 boxes
27. Blue pen	Blue Bic pens	X 2 BOXES
28. Black Pen	Black Bic pens x60	X 25 boxes
29. Highlights	8 associated colours	X 5 Packs
30. Yellow duster	2pack	X 300
31. Pocket File	30 pockets	X600
32. Eraser		X 330
33. Ruler	330	330
34. Sharpener	330	330
35. Pilot pens	Green 60x1 Black 60x3 Red 60x3 Blue 60x1	X1 box X3 box X3 box X1 box
36. Pencil Clutch	Associated colours	X10
37. White board duster	12	X10
38. Oxford dictionary (advance)	6	X3
39.		
40. Projector board cover	8	X8
41. Mathematics Instrument boxes		x100
42. White board duster	20	X20
43. Plastic sleeves	300sheets	X10
44. Digital pointer	3	X3
45. Smart TV Sets Samsung (72)	X1	X1
46. staple remover	X20	X20
47. Parchment paper for certificates	White colour A4 size	X200
48. White drawing board	A3 size	X80
49. Masking Tape 18X40		X80
50. Scale ruler (1:1,1:5,1:10)		X80

51. Drawing T Square		X 80
52. Chalk	3x5	X05
53. Technical drawing instrument		X80
54. HB Lid Pencils		X250
55. 2H Lid Pencils		X250

SCM REQUIREMENTS:

Please submit the following mandatory documents with your quotation:

1. Valid SARS Tax Clearance Certificate or pin
2. A valid BBBEE certificate or Sworn Affidavit;
3. Central Supplier Database Registration Proof;
4. Completed attached SUPPLIER declaration forms

Quotations and compliance documents must be emailed to the following address:
bcwayi@kinghintsacollege.edu.za

Closing Date: 21 August 2023 @ 16H30

PLEASE NOTE THAT NO LATE SUBMISSION WILL BE ACCEPTED