



## **REQUEST FOR QUOTATIONS**

**RFQ Name:** 2024 STATIONERY FOR CENTANE CAMPUS

**RFQ No:** KHC/RFQ/49/2023

**Technical Enquires:** Ms T. Stefane

**Contact Details:** 047 498 4900

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

**SCM Enquiries:** Ms S. Nongomanzi

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

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

## **REQUISITION SPECIFICATION**

**PLEASE REFER TO THE ATTACHED DOCUMENT FOR FULL SPECIFICATIONS!!!!!!!!!!!!!!**

### **Important Information:**

**Please submit the following mandatory compliance documents:**

1. Valid SARS Tax Clearance Certificate or pin
2. Completed SBD 6.1 Preferential points claim form and submission of applicable documents outlined on Specific goals document (**Obtainable from the website**)
3. Central Supplier Database Registration proof (Full CSD report not summary)
4. Completed SUPPLIER declaration forms (**Obtainable from the website**)
5. Copy of company registration certificate and certified copy of ID of director(s)

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

**Closing Date of quotations: 22 November 2023, TIME: 16:30PM**

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

## CENTANE CAMPUS

### STATIONERY LIST

ITEM	QUANTITY	DESCRIPTION
1. STAPLER	12	Small Black
2. STAPLES	40 Boxes	Standard (26/6)
3. ARCH LEAVER FILES	50	Black or Orange (A4 Polypropylene)
4. PLASTIC SLEEVES	500	For ARCH leaver files
5. CROXLEY DOUBLE ANSWER SHEET	3000	fly Paper A4 FOR WRITING TESTS
6. USB (32G)	30	Storage of information POE's, POA, DATA ,and exams This includes lecturers and office bearers
7. CPR TRAINER FULL-BODY ADULT DOLL	1	
8. SHARP CALCULATORS	450	ELSIMATE EL-R297, 12 DIGITS
9. CALCULATOR- CASIO	120	Casio fx-300Ms Scientific
10. JVS TROLLEY SPEAKER	1	With TWS & WIRELESS MIC XSN4120 PBC
11. GLOVES (household)	10 BOXES	(5 medium & 5 large)
12. 2 QUIRE (192 pg)	800	
13. SCISSORS	60	Small orange scissor
14. RED PENS	100	
15. BLACK PENS	50	
16. PRITT (44g)	50	
17. A4 FILE DIVIDERS	20	
18. STAPLER REMOVER	05	
19. CUBE HOLDER	05	
20. TRAYS RISERS	05	
21. PUNCH	10	
22. PLASTIC FOLDERS	37	(Carry folders)
23. Round Plastic swing dustbin	20	
24. Giant stapler	02	
25. A4 PAPER -RED, BLUE, ORANGE, YELLOW	05 BOXES EACH	
26. Marking Stamps (English and Computer Practice)	10	
27. Prestik (Original) 100g	50	
28. Paper clips (78mm)	3 boxes	
29. Laser Jet Print Cartridges (HP office Jet pro 7740)	10 black, 5 Cyan, 5 Magenta, 5 Yellow	