



## **REQUEST FOR QUOTATIONS**

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

**RFQ No:** KHC/RFQ/45/2023

**Technical Enquires:** Mr. S. Sixabayi

**Contact Details:** 082 818 7159

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

**SCM Enquiries:** Ms N. Maseme

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

**Email address:** [nmaseme@kinghintsacollege.edu.za](mailto:nmaseme@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 (all report pages)
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: [nmaseme@kinghintsacollege.edu.za](mailto:nmaseme@kinghintsacollege.edu.za)**

**Closing Date of quotations: 17 November 2023, TIME: 16:30PM**

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



### WILLOWVALE CAMPUS OFFICE STATIONERY REQUISITION FOR 2024

STATIONERY ITEMS	QUANTITY NEEDED
1. Pens (Red Pens) (Black Pens) (Green Pens) (Blue Pens)	350 (units) 350 (units) 100 (units) 100 (units)
2. Printing pApers	A4, 80gsm, 500 sheets pack <b>200 boxes (A4)</b>
3. Calculators (Casio-Scientific)	fx-82za PUS <b>150 units</b>
4. Fly paper	A4 Fly Paper F&M Double Sheet (240) <b>5000 sheets</b>
5. Pencils	110 HB ,wood <b>200 units</b>
6. Sharp Scientific Calculators 7. EL-531WH-BK	<b>150 units</b>
8. 2 Quire Counter Books	192 pages, 2 quire feint rules (60/box ) <b>70 Boxes</b>
9. Marking stamps	2 See attachment
10. Stamps	5 See attachment
11. Pritt Jumbo	43g <b>100 units</b>
12. Prestik (original)	100g <b>100 units</b>
13. USB (16G)	<b>100 units</b>
14. Metal fasteners	50 sets/box <b>200 boxes</b>
15. Staple Remover	Wand Staple remover <b>20 units</b>
16. Clear Binding Covers	A4 150 Micron 100 sheets/pack <b>10 packs</b>
17. A4 Lever Arch file Slip on Paper Covers (College colours- Black, Gold and White )	<b>100 units</b>
18. Lever Arch Plastic file Cover	Heavy Duty, Adjustable <b>200 units</b>
19. A4 polypropylene Lever Arch File	60 (Red) 60 (Blue) 60 (Green) 60 (Yellow) 100 (black)
20. Laser jet print cartridges 13A	10 (black) 5 (Cyan) 5 (Magenta) 5 (Yellow)
21. Paper clips	78mm , 3 boxes

**KING HINTSA TVET**

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SIGNATURE .....

2 X 5830 - BLACK INK

**KING HINTSA TVET**

C	G/L	F	TOTAL

SIGNATURE .....

**S.P. SIXABAYI**

**B.D. MBANDE**

SIGNATURE .....

SIGNATURE .....

**N.N. MAKULENI**

**L.E. KATASE**

SIGNATURE .....

SIGNATURE .....

**N.N. QAYIYANA**

SIGNATURE .....

5 X 5854 - BLACK INK