



Tel : +27 47 401 6400
Fax : +27 47 401 6431
Email: info@kinghintsacollege.edu.za

REQUEST FOR QUOTATIONS

RFQ Name: DIARIES

RFQ No: KHC/RFQ/46/2023

Technical Enquires: Mr. T. Masiko

Contact Details: 047 401 6410

Email address: thandom@kinghintsacollege.edu.za

SCM Enquiries: Ms N. Maseme

Contact No: 047 401 6400/6437

Email address: 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

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

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tel : +27 47 401 6400
Fax : +27 47 401 6431
Email: info@kinghintsacollege.edu.za

REQUISITION SPECIFICATION

ITEM	FULL DESCRIPTIONS	QUANTITY
Staff Diaries	Fully branded in Colour. Personalized with people's initial and surname.	170 A4-20 A5- 150
Student Diaries	A5 Full branded in full College colour , 100 pages	5047
Council Members	A5 Size Alex Varga Diary and Pen Set Personalised with initial , Surname and Designation Laser Printing with DHET and KHC Logo	20
Notebooks	Pages – Printed in 1 colour , double sided on white paper. Number of Pages 192 Not Perforated Cover – Hard boards Printed Case lining Laminated Full Colour Covers – Single Sided Personalized with people's initials and Surname.	103 A4-73 A5-30
College Folders	A3 Folded into A4 Size folder with 2 inside pockets	700
Desk Calendar	A2 Size 40cm X 50cm desk calendar with 12 months	240
	Design and print all the items and must have both College and DHET Logo	