



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

REQUEST FOR QUOTATION

RFQ NO: KHC/RFQ/48/2023

RFQ NAME: Purchasing of stationery for Msobomvu Campus

Technical Enquires: Ms. NP Makwezela
Contact Details 047 491 9824

SCM Queries: Mr. N Mlokoti
Contact Details: 047 401 6400

REQUISITION SPECIFICATION

NO	ITEM DESCRIPTION	QUANTITY
1.	Fly Paper A4	02 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.	Black pen – Ink gel Red Pen – Ink (Ball point) Red Pen- Ink gel Green Pen – Ink gel	30 (Box of 12) 25 Boxes 10 Boxes 2 Box
5.	P.V.C Lever Arch files A4	60 Units
6.	Cardboard Lever Arch Files	100 Units
7.	Staples 26/6	32 Units
8.	Set Square 32cm – 45	150 Units

9.	Set Square 250mm	150 Units
10.	Technical drawing set 0,5-60mm 12pcs	150 units
11.	Plastic Sleeves	20 packs of 100
12.	A4 Printing Papers	150 Boxes
13.	USB Multiport adaptor	2
14.	20 pages Pockets Plastic Files.	30 units
15.	Mathematical Set	100 Units
16.	Tidy Box Files with lids	50
17.	Casio Scientific Calculator fx-28 za plus	250 Units
18.	Sharp Scientific Calculator	100
19.	Rubber Stamp (Written "EXAMINATIONS")	1
	Blue	1
	Red	1
	Green	1

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 MUST be emailed to the following address:
nkosikhona@kinghintsacollege.edu.za

Closing Date: 21 November 2023

Time: 11:00am

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED.