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REQUEST FOR QUOTATION

RFQ NO: KHC/RFQ/50/2023

Technical Enquires: Mr A. Potelwa (Dutywa Campus Mana
Contact Details 0734265366

SCM Queries: Ms Cwayi
Contact Details: 047 401 6400

REQUISITION SPECIFICATION

PROJECT DESCRIPTION: Supply and delivery of stationery for Dutywa campus

SPECIFICATION (STATIONERY LIST)

NO.	ITEM	QUANTITY
1.	Lever Arch Files	10 Boxes
2.	Flip Files 20 pockets	15 Boxes
3.	3 Quire Counter books	02 Boxes
4.	72 Pages Exercise Book	03 Boxes
5.	Casio Calculator FX-82ZA	3 boxes
6.	Printing Papers (White)	500 Boxes
7.	Colour Printing Papers	4 Boxes
8.	Staples 26/6	2 Boxes
9.	Staples 23/13	1 Box
10.	Multi Compartment Desk Organiser for files	20 units
11.	Desktop Colour Office Storage box with lid 15"	32
12.	Buddy Drawer (6 drawers)	1
13.	Arch Lever File Covers	50 Rolls
14.	Arch Lever File Plastic Covers	50

15.	Sharp Calculators	6 boxes
16.	Certificate A4 Paper	1 Box
17.	White Board Markers	5 Boxes
18.	Instrument Box	150 units
19.	Solo Tape (Big)	10
20.	Batteries AAA 1.5	2 Boxes
21.	USB Head sets	60

SCM REQUIREMENTS:

Please submit the following mandatory documents with your quotation:

1. Valid SARS Tax Clearance Certificate or pin
2. Completed SBD 6.1 to be downloaded from website on Preferential points claim form and submission of applicable documents outlined on Specific goals document (also available on website)
3. Completed SBD 4 declaration form (to be downloaded from website)
4. Central Supplier Database Registration proof (all report pages)
5. Copy of company registration certificate and certified copy of ID of director(s)

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

Closing Date: 23 November 2023

PLEASE NOTE THATO LATE SUBMISSION WILL BE ACCEPTED