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## **REQUEST FOR QUOTATIONS**

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

**RFQ No:** KHC/RFQ/06/2024

**Technical Enquires:** Mr L. Soji

**Contact Details:** 047 491 9822

**Email address:** [lsoji@kinghintsacollege.edu.za](mailto:lsoji@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), Certification should not be more than six months old.

**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: 08 February 2024, TIME: 16:30PM**

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

<b>TEKO CAMPUS</b>		
<b>STATIONERY LIST</b>		
<b>Item</b>	<b>Description</b>	<b>Quantity</b>
2 Quire	Croxley A4 2-Quire Counter Book Feint & Margin 192-Pages	606
3 Quire	Croxley A4 3-Quire Counter Book Feint & Margin 288-Pages	606
1 Quire	Croxley A4 1-Quire Counter Book Feint & Margin 96-Pages	606
Ruler	Stadler	606
Sharpener	<ul style="list-style-type: none"> <li>Durable metal casing, steel blade</li> <li>Size: Approx. 2.5 x 1 x 1.5 cm</li> </ul>	600
Pencil	HB Stadler	606
Digital/ Scientific Calculators	  Casio	606
Pocket Files	Marlin A4 Clear Plastic	3300
Black Pen	Bic Click Medium pen	800
Eraser	Mass Plastic Eraser rectangular	606

## TEKO CAMPUS

### STATIONERY LIST

Exam pads	A4 with 60 sheets	600
Paper Clips	10mm-58mm 8mm-30mm	X 5 boxes
Bantex lever Arch liver Pvc	10 blue,10 Red, 10 Green, 10 Yellow.	X40
Filing Folders	A4 Clear filing folders	30
Printing papers white	Typek A4 paper size	x100 boxes
Staplers	1400x1400	10
Extensions 3 meters Extensions	3 plug points with 2 to way plug points	X 4
Extensions 5 meters Extensions	3 plug points with 2 to way plug points	X 1
Plastic sleeves	300sheets	X10
White board markers	Foska Bullet tip with lids	675
White board cleaner	Foska	X26
White board duster	Foska	X26
Red Pen	Clic medium ball Bic pens (box of 20)	X 5 boxes
Green Pen	Clic medium ball Bic pens (box of 20)	X 5 boxes
Blue pen	Clic medium ball Bic pens (box of 20)	X 5 boxes