



Form number – RFQ002

REQUEST FOR QUOTATION “RFQ”

MODE OF REQUESTING QUOTATION	College Website	E-mail	Newspaper	Other	Please Specify
RFQ NO:	12308				
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	SPECIFICATIONS				QUANTITY
Black Pens	Staedler Stick 430m				100
Blue Pens	Staedler Stick 430m				100
Greens Pens	Staedler Stick 430m				100
Red Pens	Staedler Stick 430m				100
Pencils	Croxley HB				60
Highlighters	Assorted Colours				20
Prestik	100g				10
Pritt	43g				10
Sticky Notes	35mmx50mm				24
Sticky Notes	76mmx76mm				24
Pop Up Flags (Please sign)	45mmx12mm				20
PVC A4 Document Wallet	180 micron 338mmx239mm				5000
Scissors	165mm				5
Staples	26/6 Box of 5000				20
Chalk White					5 Boxes
PVC Ringbinders	Purple 25mm				10
Lever Arch Files					100
Plastic Sleeves					10 Boxes
Rulers	30mm				10
Rubbers	65mmx23mmx13mm				10
Tippex Correction Pen					5
Hard Cover Books	A4 128 pg				10
Examination Pads					10
Push Pins Assorted					5
Colour Paper Bright Assorted	80g/m2 A4 210mmx297mm				8 Boxes
Rubber Bands	No 32				1 Box
Rubber Bands	No 38				1 Box
Fine Liner Pens Black	Artline 200 Fine 0.4				5
White Envelopes Self Seal	110mmx220mm				1 Box
White Envelopes Self Seal	220mmx330mm				3 Boxes
White Envelopes Self Seal Window	110mmx220mm				1 Box
Portfolio Files	A4 Quotation Folders Assorted Colours				5000
Please submit the following:					
<input type="checkbox"/> Quotation. <input type="checkbox"/> CIPCO documents. <input type="checkbox"/> Valid B-BBEE Certificate. <input type="checkbox"/> Valid Tax Clearance Certificate. <input type="checkbox"/> Copy of latest municipal services account for business as proof of residence. <input type="checkbox"/> CSD report.					
ISSUING DATE:	04-02-21				
BRIEFING SESSION:	Compulsory				Not compulsory
	Time:		Date:		X
CLOSING:	Time:	16:00	Date:	10-02-21	

QUOTATION VALIDITY PERIOD:	<i>30 days</i>		
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	<p>Submission of quotations must be delivered to: Supply Chain Management (SCM) Central Office Long Street Kimberley 8301</p> <p>All quotations need to be signed and on an official letterhead. All service providers must be registered on the Northern Cape Urban TVET College's supplier database. Application form can be downloaded from our website.</p>		
ENQUIRIES	Tel: 053-839 2089	DATE	<i>04/02/21</i>