



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Form number –
RFQ002

REQUEST FOR QUOTATION “RFQ”

MODE OF REQUESTING QUOTATION:	College Website	x	E-mail		Newspaper		Other		Please Specify	
NAME OF COLLEGE SITE THAT SUBMIT RFQ:	CENTRAL OFFICE									
RFQ NO:										
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	SPECIFICATIONS								QUANTITY	
STATIONERY	Pilot Black pens Mechanical Pencils Eraser Sign Here stickers Sticky notes(Neon) Memo cube refill sheets Pritt Sello tape (big) Staples 26/6 Ruler Pocket sleeves (100 pack) A4 Lever arch file (bantex) Staple remover Elastic rubber bands large boxes Tag Folders 100 pack (Green and Blue) White board marker black White board marker green A4 Tint Board 160gsm different colours 100 pack (Yellow, Red, Purple, Blue and Green) File Plastic Monthly dividers Jan-Dec Paperclips KING SIZE (50 pieces per box) Indian tags Fold back clips 32mm Highlighters Pencils 4 Compartments Metal Files (Black) Bantex B9751 Memo Cube with Holder								2 Boxes 4 2 5 5 2 3 2 2 Boxes 1 7 packs 1 Box 1 1 2 2 2 5 3 1 1 Box 2 Boxes 2 packets 1 Box 1 2	

Please submit the following:

- ☐ Quotation.
- ☐ CIPCO documents.
- ☐ Valid B-BBEE Certificate.
- ☐ Valid Tax Clearance Certificate. ☐
- ☐ CSD report.

ISSUING DATE:	26/05/2025		
BRIEFING SESSION:	Compulsory		Not compulsory
	Time:		Date:
CLOSING:	Time:	12:00	Date: 30/05/2025
QUOTATION VALIDITY PERIOD:			
DELIVERY SUBMISSION INSTRUCTIONS FOR RFQ:	<p>OR Submission of quotations must be delivered to: Supply Chain Management (SCM) Central Office Long Street Kimberley 8301 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 2094	DATE	26/05/2025

