



REQUEST FOR QUOTATION “RFQ”

MODE OF REQUESTING QUOTATION:	CollegeWebsite	E-mail	Newspaper	Other	Please Specify
NAME OF COLLEGE SITE THAT SUBMIT RFQ:	CENTRAL OFFICE				
RFQ NO:					
DESCRIPTION OF GOODS AND SERVICES REQUIRED:					QUANTITY
STATIONERY FOR ADMINISTRATION DUTIES OF LECTURERS, ADMIN STAFF, LEARNING AND TEACHING	Bic Fine ball pen 60's box (black)				10
	Bic Fine ball pen 60's box (Red)				24
	Bic Fine ball pen 60's box (green)				10
	Bic Fine ball open 60's (blue)				4
	Pritt 43g				48
	Packaging Sello tape (48mm×50m)				100
	Prestick Bostick 100g (box of 20)				10
	Laminating pouches A3 box				20
	Laminating pouches A4 box				20
	Colour cubes note pads 76mm×76mm				50
	Scissors Bentex/ Freeline				30
	Standard Stapler (stronger)				20
	Filing plastic pockets (box of 5 100's per pack)				10
	White board marker Red				100
	White board marker Green				200
	White board marker Blue				200
	White board marker Black				300
	Standard Staples box 26/6				100
	A4 Lever Arch files box 10's (318mm height, 80mm)				50
	File pockets sleeves 100's				300
	Tidy Files A4 box Ref no 07002				200
	Jumbo tidy files				20
	File fastener (10pkts per box)				300
	Paper clips 50mm (box of 10 pkts)				10
	Correction pens/ Tipex				50
	Staple removers				20
	Hard covers 288 pages				100
	Portfolio files (10's per packet)				20
	Wall clocks (digital/electronics)				40
	Pocket flip files 50's				10
	Frost cover plastics box A4				10
	Colour paper green A4 box				50
	Colour paper Pink box of 5 rims				1
	Colour paper Blue box of 5 rims				1
	Colour paper Orange box of 5 rims				1
	Colour paper Yellow box of 5 rims				1
	HB Pencils box of 10's				50
	Highlighters multi colours (packet x 5)				100
	Tower self-adhesive address labels (100 x 50mm white box of 250)				100
	Uni-file file divides (10 tab)				200
	Rubber bands (size #19 100g)				20
	Soft touch plastic erasers (box of 20)				1

Free line large dual Core Tape Dispenser (black)	5
Large Metal Desk Sharpener with clam (black)	5
AAA Duracell plus batteries	50
AA Duracell plus batteries	50
Artline 700 high performance Permanent Marker (0.7mm fine bullet tip)	30
Artline permanent markers fine point	30
A1 Flip Chart pad (50pages)	2
Sign here tags medium (box)	10
White chalk	5 boxes
A3 Brown envelopes	2 boxes

Please submit the following:

- Quotation.
- CIPCO documents.
- Valid B-BBEE Certificate.
- Valid Tax Clearance Certificate.
- Copy of latest municipal services account for business as proof of residence.
- CSD report.

ISSUING DATE:	20/01/2026		
BRIEFING SESSION:	Compulsory	Not compulsory	
	Time:		Date:
CLOSING:	Time: 10:00	Date: 26/01/2026	
QUOTATION VALIDITY PERIOD:			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	Submission of quotations must be emailed to: qc@ncutvet.edu.za 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.		
ENQUIRIES	Faith Modise: 053 839 2089	DATE	20/01/2026





Form number – RTP001

REQUEST TO PROCURE


CAMPUS/UNIT NAME:	CENTRAL OFFICE	REQUESTER'S NAME	RK MOLOI
PURPOSE FOR GOODS REQUIRED:	STATIONERY FOR ADMINISTRATION		
DESCRIPTION OF GOODS REQUIRED:	SPECIFICATIONS	QUANTITY	
STATIONERY FOR ADMINISTRATION DUTIES OF LECTURERS, ADMIN STAFF, LEARNING AND TEACHING	Bic Fine ball pen 60's box (black)	10	
	Bic Fine ball pen 60's box (Red)	24	
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	White board marker Red	100	
	White board marker Green	200	
	White board marker Blue	200	
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	A4 Lever Arch files box 10's (318mm height, 80mm)	50	
	File pockets sleeves 100's	300	
	Tidy Files A4 box Ref no 07002	200	
	Jumbo tidy files	20	
	File fastener (10pkts per box)	300	
	Paper clips 50mm (box of 10 pkts)	10	
	Correction pens/ Tipex	50	
	Staple removers	20	
	Hard covers 288 pages	100	
	Portfolio files (10's per packet)	20	
	Wall clocks (digital/electronics)	40	
	Pocket flip files 50's	10	
	Frost cover plastics box A4	10	
	Colour paper green A4 box	50	
	Colour paper Pink box of 5 rims	1	
Colour paper Blue box of 5 rims	1		
Colour paper Orange box of 5 rims	1		
Colour paper Yellow box of 5 rims	1		
HB Pencils box of 10's	50		
Highlighters multi colours (packet x 5)	100		
Tower self-adhesive address labels (100 x 50mm white box of 250)	100		
Uni-file file divides (10 tab)	200		

	Rubber bands (size #19 100g)	20
	Soft touch plastic erasers (box of 20)	1
	Free line large dual Core Tape Dispenser (black)	5
	Large Metal Desk Sharpener with clam (black)	5
	AAA Duracell plus batteries	50
	AA Duracell plus batteries	50
	Artline 700 high performance Permanent Marker (0.7mm fine bullet tip)	30
	Artline permanent markers fine point	30
	A1 Flip Chart pad (50pages)	2
	Sign here tags medium (box)	10
	White chalk	5 boxes
	A3 Brown envelopes	2 boxes

REASON FOR PROCUREMENT:	Replacement	
	New	
	Service	
	Hostel meals	

If "Replacement" was chosen, give reason/s why.

NOTE: Not to be completed when procuring services and hostel meals.

REQUESTING PERSON'S SIGNATURE:		DATE:	20/01/2026
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APPROVED:	<input checked="" type="checkbox"/>
NOT APPROVED:	<input type="checkbox"/>

SIGNATURE PRINCIPAL:	
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