



## REQUEST FOR QUOTATION “RFQ”

|                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                            |                                               |                                |                                     |
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| <b>MODE OF REQUESTING QUOTATION:</b>                                                                                                                                                                             | CollegeWeb site                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> E-mail | <input checked="" type="checkbox"/> Newspaper | <input type="checkbox"/> Other | Please Specify                      |
| <b>NAME OF COLLEGE SITE THAT SUBMIT RFQ:</b>                                                                                                                                                                     | Central Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                            |                                               |                                |                                     |
| <b>RFQ NO:</b>                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                            |                                               |                                |                                     |
| <b>DESCRIPTION OF GOODS AND SERVICES REQUIRED:</b>                                                                                                                                                               | <b>SPECIFICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |                                               |                                | <b>QUANTITY</b>                     |
| Supply and delivery of Rotatrim printing paper to various campuses.                                                                                                                                              | <p>Delivery must be made to each campus listed below</p> <p><b>Moremogolo Campus</b></p> <ul style="list-style-type: none"> <li>A4 Rotatrim Printing Paper: 300 boxes</li> <li>A3 Rotatrim Printing Paper: 100 boxes</li> </ul> <p><b>Phatsimang Campus</b></p> <ul style="list-style-type: none"> <li>A4 Rotatrim Printing Paper: 300 boxes</li> <li>A3 Rotatrim Printing Paper: 100 boxes</li> </ul> <p><b>City Campus</b></p> <ul style="list-style-type: none"> <li>A4 Rotatrim Printing Paper: 300 boxes</li> <li>A3 Rotatrim Printing Paper: 100 boxes</li> </ul> <p><b>Central Office</b></p> <ul style="list-style-type: none"> <li>A4 Rotatrim Printing Paper: 100 boxes</li> <li>A3 Rotatrim Printing Paper: 50 boxes</li> </ul> <p>- <b>Standard boxes (typically 5 reams per box, 500 sheets per ream)</b></p> |                                            |                                               |                                |                                     |
| <p><b>Please submit the following:</b></p> <ul style="list-style-type: none"> <li>✓ Quotation.</li> <li>✓ Valid Tax Clearance Certificate.</li> <li>✓ Valid B-BBEE Certificate.</li> <li>✓ CSD report</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                            |                                               |                                |                                     |
| <b>ISSUING DATE:</b>                                                                                                                                                                                             | 10/04/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                                               |                                |                                     |
| <b>BRIEFING SESSION:</b>                                                                                                                                                                                         | <b>Compulsory</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            | <b>Not compulsory</b>                         |                                | <input checked="" type="checkbox"/> |
|                                                                                                                                                                                                                  | Time:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A                                        | Date:                                         | N/A                            |                                     |
| <b>CLOSING:</b>                                                                                                                                                                                                  | Time:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 12:00                                      | Date:                                         | 17/04/2026                     |                                     |
| <b>QUOTATION VALIDITY PERIOD:</b>                                                                                                                                                                                | 30 Days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            |                                               |                                |                                     |

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| <b>DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:</b> | Submission or quotations must be delivered to:<br>Supply Chain Management (SCM)<br>Central Office<br>Long Street<br>Kimberley<br>8301<br>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. |             |                   |
| <b>ENQUIRIES</b>                                    | <b>Tel: 053-839 2096</b>                                                                                                                                                                                                                                                                                                                                            | <b>DATE</b> | <b>10/04/2026</b> |

