

Project No.

# SEKHUKHUNE TVET COLLEGE

FOR TECHNICAL & VOCATIONAL EDUCATION AND TRAINING COLLEGE



REACHING GOALS TOGETHER  
ADVERTISEMENT

The Sekhukhune TVET College hereby invites service providers to quote for the following item/s.

**SPECIFICATION: SUPPLY AND DELIVERY OF STATIONERY FOR THE COLLEGE (24 MONTHS)**

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY
1	ANALYSIS BOOK	EACH	1
2	ARCH LEVER FILE A4	EACH	1
3	BOSTIK 100G	EACH	1
4	BULLDOG CLIPS 32MM	EACH	1
5	BULLDOG CLIPS 40MM	EACH	1
6	BULLDOG CLIPS 50MM	EACH	1
7	CALCULATOR 903 - ADDING MACHINE of 12 digit size 1	EACH	1
8	CALCULATORS SCIENTIFIC TRULY (DOMINATOR)	EACH	1
9	CALCULATORS CASIO FX82ES - PLUS	EACH	1
10	CALCULATOR FINANCIAL EL - 738XTB SHARP	EACH	1
11	CHALK WHITE	EACH	1
12	CORRECTION PEN PENTEL FINE POINT POC ZL62-W	EACH	1
13	DVD - R	EACH	1
14	ENVELOPES DLB 110X220 of 250	EACH	1
15	ENVELOPES A4/C4 (324x229mm)of 250 -Brown	EACH	1
16	ENVELOPES A3/C3		
17	ERASER LARGE WHITE SLEEVED TR6224	EACH	1
18	EXAMINATION PAD A4 punched	EACH	1
19	EXERCISE BOOK 72 PAGES	EACH	1
20	FILE DIVIDERS 1-10 (A4 Index dividers)	EACH	1
21	FILE DIVIDERS 1-12 A4 Index dividers	EACH	1
22	FILE DIVIDERS A - Z A4 Index dividers	EACH	1

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23	FILE DIVIDERS Jan - Dec A4 Index dividers	EACH	1
24	FILE DIVIDERS - Plain 1-10	EACH	1
25	FILE WRAPPER	EACH	1
26	FILE FASTENER 320 micron	EACH	1
27	FILE DIVIDER 1-5 (A4 Index dividers)	EACH	1
28	FILES Z20	EACH	1
29	FINGER CONE	EACH	1
30	FLIP CHAT PAPER SHEET (of 50)	EACH	1
31	FLIP FILES A4 (of 50)	EACH	1
32	FLIP FILE INDEX – (pack of 20)	EACH	1
33	FLIP FILE A4 (of 10 pockets)	EACH	1
34	FLIP FILE A4 (of 100)	EACH	1
35	FROSTED SHEETS CLEAR (pack of 100)	EACH	1
36	HIGHLIGHTERS (multi colours)	EACH	1
37	INK ENDORSING 30ml - BLUE	EACH	1
38	INK ENDORSING 30ml - BLACK	EACH	1
39	LAMINATING POUCHES A3 of 100 sheets	EACH	1
40	LAMINATING POUCHES A4 (pack of 100)	EACH	1
41	MAP PINS 5mmx17mm	EACH	1
42	MARKER CD/DVD	EACH	1
43	MARKER CARLOCA PENFLEX (pack of 10)	EACH	1
44	MEMORY STICK 8 GIG	EACH	1
45	MEMORY STICK 16 GIG	EACH	1
46	MEMORY STICK 32 GIG	EACH	
47	MESSAGE PAD CUBE REFILL 301- MULTI COLOUR	EACH	1
48	MESSAGE PAD TELEPHONE	EACH	1
49	NOTE BOOK 3 QUIRE(288 pages)	EACH	1
50	PACKAGING TAPE - BUFF	EACH	1
51	PAPER BINDERS 100x644=25mm	EACH	1
52	PAPER CLIPS, SMALL 33MM	EACH	1
53	PAPER CLIPS, MEDIUM 50MM	EACH	1
54	PAPER CLIPS LARGE 78MM	EACH	1
55	PAPER COVER ADHESIVE - MULTI COLOUR DC - FIX	EACH	1
56	PEN CLIC - RED (PACK OF 60)	EACH	1
57	PENS CLIC - BLACK (pack of 60)	EACH	1
58	PEN CLIC - GREEN (pack of 60)	EACH	1
59	PENCIL CLUTCH -12 in box	EACH	1
60	PENS CLIC BLUE (pack of 60)	EACH	1
61	PENCIL PACK OF 12	EACH	1
62	PERMANENT MARKERS	EACH	1
63	POCKET FILES SLEEVES(pack of 100)	EACH	1
64	PRITT GLUE STICKK 43G	EACH	1
65	PUNCHER DP800 -Heavy duty punch of 160 sheets	EACH	1
66	PUNCHER 2 HOLE KANGANRO DP720 MED	EACH	1

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67	RUBBER BANDS CROXLEY - 100G #38	EACH	1
68	RUBBER BAND #44	EACH	1
69	RULER 30cm CLEAR TREE	EACH	1
70	SCISSOR	EACH	1
71	SELLOTAPE PACKAGING TAPE 48mmx50m - Clear	EACH	1
72	SHARPENER WITH TWO HOLES	EACH	1
73	SLIDE BINDER 12MM	EACH	1
74	STAPLES 26/6 NO56 OF 5000 PCS	EACH	1
75	STAPLER STEEL HEAVY DUTY -160 SHEETS	EACH	1
76	STAPLES PIN REMOVER	EACH	1
77	STAPLER - STANDARD M800 full strip metal(variety c	EACH	1
78	STAPLER - Full Strip Metal Plier (T9) Premium (take 26/6 staples)	EACH	1
79	STAPLES 66/6 - of 5000 (heavy duty) 23/10	EACH	1
80	STAPLE REMOVER HEAVY DUTY- SR300	EACH	1
81	STAMP PAD INK 25ml (red)	EACH	1
82	STAMP OFFICE CLASSIC LINE DATER 2660	EACH	1
83	STAMP OFFICE MINI INFO DATER S120/WD	EACH	1
84	STAPLER- PAPERPRO QUANTUM: one finger stapling	EACH	1
85	STAPLES 26/6 NO56 OF 5000	EACH	1
86	STAMP OFFICE EXPERT LINE 3960	EACH	1
87	STAMP PRINTER 20	EACH	1
88	STAMP NUMBERED	EACH	1
89	STAMP REXEL NUMBERING MACHINE (AUTOMATIC)	EACH	1
90	STICK NOTE SELF ADHESIVE 73 x73mm	EACH	1
91	SUSPENSION FILES (foolscap) - of 25	EACH	1
92	TOKAI BOARD( Green) of 100	EACH	1
93	TOKAI BOARD( white) of 100	EACH	1
94	TOKAI BOARDS( sky blue) of 100	EACH	1
95	TOKAIBOARD (yellow) of 100	EACH	1
96	TOKAIBOARD (mustard) of 100	EACH	1
97	TOWER COLOUR CODE 19MM – multi-colour	EACH	1
98	TRANSPARENT POST IT NOTES -pack of 32	EACH	1
99	WHITE BOARD MARKER (multi colours) – PENTEL MAXIFL	EACH	1
100	WHITE BOARD CLEANER 250ML	EACH	1

**The following conditions shall apply:****SUBMISSION OF DOCUMENTS:**

- Sealed envelope written the notice number must be submitted at reception at the central office, **Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province** between 07h30-16h30 (Monday to Thursday) and 07h30-11h00 on Fridays.
- Closing date for submissions will be **20 September 2023 at 11H00.**

**COMPULSORY MANDATORY DOCUMENTS:**

## Project No.

- CIPC of Company registration certificate (CK) issued within 1 year of closing date
- Confirmation of physical address of the bidder or municipal bill/ Lease agreement.
- SBD 4 and SBD 8 forms obtainable on the College website.
- CSD Report.
- **(NB: Non Compliance with the above will result in automatic disqualification).**

## **REQUIRED EVALUATION DOCUMENTS FOR FUNCTIONALITY AND PRICE:**

- B-BBEE status level confirmation from an accredited agency, auditors or accountants.

## **GENERAL CONDITIONS:**

- This request for proposal does not serve as a quotation template, therefore an official quotation must be in company letterhead.
- Quoted prices must be valid for at least a period of thirty (30) days.
- Suppliers must be in a position to deliver within fifteen (15) days upon receipt of an official purchase order as failure to do so will result to cancellation of the order with immediate effect.
- **For verification of goods and services, a sample will be requested upon issuing of an official order.**
- There will be no public opening of quotations.
- Quotations will be evaluated on 80/20point system. 80 points for price and 20 points for BBBEE rating as per relevant Public Preferential Procurement Framework and Broad Based Black Economic Empowerment legislations.

**(NB: More information about application and requirements, please refer to SBD 6.1 for compliance and guidance on how to be accredited or to be verified)**

For further enquiries, please use the following contact details:

- Sibande TD                                      Procurement Officer      (013) 269 0020                                      Administrative Queries

**PRINCIPAL  
TJ KEKANA**