

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.	PHOTOCOPYING PAPERS A4 (BOX)	EACH	1
2.	PHOTOCOPYING PAPERS A3 (BOX)	EACH	1
3.	COLOURED PAPER- LIGHT GREEN A4 (REAM)	EACH	1
4.	COLOURED PAPER -YELLOW A4 (REAM)	EACH	1
5..	COLOURED PAPER- SKY BLUE A4 (REAM)	EACH	1
6.	COLOURED PAPER- PINK A4 (REAM)	EACH	1
7.	COLOURED PAPER- BEIGE A5 (REAM)	EACH	1

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 **27 October 2023 @ 11:00**

COMPULSORY MANDATORY DOCUMENTS:

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

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.

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- 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, a sample will be requested upon issuing of an official order.
- There will be no public opening of quotations.

For further enquiries, please use the following contact details:

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|--------------|---------------------|----------------|------------------------|
| • Sibande TD | Procurement Officer | (013) 269 0278 | Administrative Queries |
| • Magolo MT | Procurement office | (013) 269 0278 | Administrative Queries |

**KEKANA TJ
PRINCIPAL**