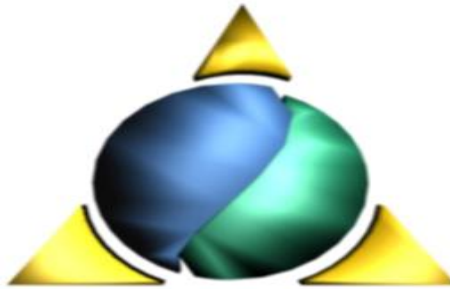


Project No.

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

Project No.

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

Project No.

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 **27 October 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**