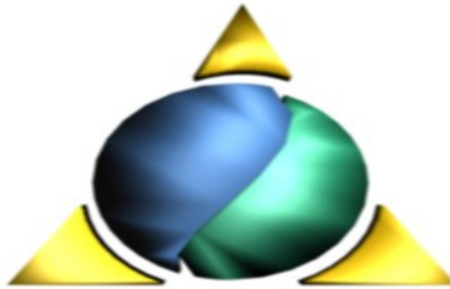


Project No.

# 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 (two-way power) 6778	EACH	1
8	CALCULATOR SCIENTIFIC TRULY (DOMINATOR)	EACH	1
9	CALCULATOR CASIO FX82ES - PLUS	EACH	1
10	CALCULATOR FINANCIAL EL - 738XTB SHARP	EACH	1
11	CHALK DUSTLESS WHITE- high quality sanitary calcium chalk, smooth in writing, non brittle	EACH	1
12	CORRECTION PEN PENTEL FINE POINT POC ZL62-W	EACH	1
13	ENVELOPES DLB 110X220 of 250	EACH	1
14	ENVELOPES A4/C4 (324x229mm) of 250 -Brown	EACH	1
15	ENVELOPES A3/C3	EACH	1
16	ERASER LARGE WHITE SLEEVED TR6224	EACH	1
17	EXAMINATION PAD A4 punched	EACH	1
18	EXERCISE BOOK 72 PAGES	EACH	1
19	FILE DIVIDERS 1-10 (A4 Index dividers)	EACH	1
20	FILE DIVIDERS 1-12 A4 Index dividers	EACH	1
21	FILE DIVIDERS A - Z A4 Index dividers	EACH	1

**Project No.**

22	FILE DIVIDERS Jan - Dec A4 Index dividers	EACH	1
23	FILE DIVIDERS - Plain 1-10	EACH	1
24	FILE WRAPPER -SELF ADHESIVE ROLL (EASY FIX)	EACH	1
25	FILE FASTENER 320 micron	EACH	1
26	FILE DIVIDER 1-5 (A4 Index dividers)	EACH	1
27	FILES Z20	EACH	1
28	FINGER CONE	EACH	1
29	FLIP CHAT PAPER SHEET (of 50)	EACH	1
30	FLIP FILES A4 (of 50)	EACH	1
31	FLIP FILE INDEX – (of 20)	EACH	1
32	FLIP FILE A4 (of 10)	EACH	1
33	FLIP FILE A4 (of 100)	EACH	1
34	FROSTED SHEETS CLEAR (pack of 100)	EACH	1
35	HIGHLIGHTERS (multi colours)	EACH	1
36	INK ENDORSING 30ml - BLUE	EACH	1
37	INK ENDORSING 30ml - BLACK	EACH	1
38	LAMINATING POUCHES A3 of 100 sheets	EACH	1
39	LAMINATING POUCHES A4 (pack of 100)	EACH	1
40	MAP PINS 5mmx17mm	EACH	1
41	MEMORY STICK 16 GB	EACH	1
42	MEMORY STICK 32 GB	EACH	1
43	MEMORY STICK 64GB	EACH	1
44	MEMORY STICK 128GB	EACH	1
45	MESSAGE PAD CUBE REFILL 301- MULTI COLOUR	EACH	1
46	MESSAGE PAD TELEPHONE	EACH	1
47	NOTEBOOK 3 QUIRE (288 pages)	EACH	1
48	PACKAGING TAPE - BUFF	EACH	1
49	PAPER BINDERS 100x644=25mm	EACH	1
50	PAPER CLIPS, SMALL 33MM	EACH	1
51	PAPER CLIPS, MEDIUM 50MM	EACH	1
52	PAPER CLIPS LARGE 78MM	EACH	1
53	PEN CLIC - RED (PACK OF 60)	EACH	1
54	PENS CLIC - BLACK (pack of 60)	EACH	1
55	PEN CLIC - GREEN (pack of 60)	EACH	1
56	PENCIL CLUTCH -12 in box	EACH	1
57	PENS CLIC BLUE (pack of 60)	EACH	1
58	PENCIL PACK OF 12	EACH	1
59	PERMANENT MARKERS- ARTLINE 70	EACH	1
60	POCKET FILES SLEEVES (pack of 100)	EACH	1
61	PRITT GLUE STICK 43G	EACH	1
62	PUNCHER DP800 -Heavy duty punch of 160 sheets	EACH	1
63	PUNCHER 2 HOLE KANGANRO DP720	EACH	1
64	RUBBER BANDS CROXLEY - 100G #38	EACH	1
65	RUBBER BAND #69	EACH	1

**Project No.**

67	RULER 30cm CLEAR TREE	EACH	1
68	SCISSOR – parrot 28cm different colours	EACH	1
69	SELLOTAPE PACKAGING TAPE 48mmx50m - Clear	EACH	1
70	SHARPENER WITH TWO HOLES	EACH	1
71	SLIDE BINDER 12MM	EACH	1
72	STAPLES 26/6 NO56 OF 5000 PCS	EACH	1
73	STAPLER STEEL HEAVY DUTY -160 SHEETS	EACH	1
74	STAPLES PIN REMOVER	EACH	1
75	STAPLER – professional plier stapler S-170	EACH	1
76	STAPLER - Full Strip Metal Plier (T9) Premium (take 26/6 staples)	EACH	1
77	STAPLES 66/6 - of 5000 (heavy duty) 23/10	EACH	1
78	STAPLE REMOVER HEAVY DUTY- SR300	EACH	1
79	STAMP PAD INK 25ml (red)	EACH	1
80	STAMP OFFICE CLASSIC LINE DATER 2660	EACH	1
81	STAMP OFFICE MINI INFO DATER S120/WD	EACH	1
82	STAPLER- PAPERPRO QUANTUM: one finger stapling	EACH	1
83	STAMP OFFICE EXPERT LINE 3960	EACH	1
84	STAMP PRINTER 20	EACH	1
85	STICK NOTE SELF ADHESIVE 76 x76mm (Stick 'n cube) 400 sheets/cube	EACH	1
86	SUSPENSION FILES (foolscap) - of 25	EACH	1
87	TOKAI BOARD (Green) of 100	EACH	1
88	TOKAI BOARD (white) of 100	EACH	1
89	TOKAI BOARDS (sky blue) of 100	EACH	1
90	TOKAIBOARD (yellow) of 100	EACH	1
91	TOKAIBOARD (mustard) of 100	EACH	1
92	TRANSPARENT POST IT NOTES -pack of 32	EACH	1
93	WHITE BOARD MARKER (multi colours) – PENTEL MAXIFL	EACH	1
94	WHITE BOARD CLEANER 250ML	EACH	1

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

- Sealed envelope written the project name must be submitted at reception at the central office, **Sekhukhune TVET College, Skills Development Centre, Portion 51 farm 26 Klipbank, Aquaville, Groblersdal, Limpopo Province** between 07h30-16h30 (Monday to Thursday) and 07h30-11h00 on Fridays.
- No E-mailed quotations will be accepted
- Closing date for submissions will be **05 May 2026 at 11H00**.

**COMPULSORY MANDATORY DOCUMENTS:**

- CIPC of Company registration certificate (CK) issued within 1 year of closing date
- Indicate CSD Supplier Number on the **quotation**
- 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
- Company profile

## Project No.

- (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**