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## REQUEST FOR QUOTATION

**RFQ NO:** KHC/RFQ/05/2023

**Technical Enquires:** Ms. N Makwezela  
Contact Details 0474919824

**SCM Queries:** Mr. N Mlokoti  
**Contact Details:** 047 401 6400

## REQUISITION SPECIFICATION

### LTSM STATIONARY REQUISITION

YEAR 2023

#### SPECIFICATION REQUISITION

NO	ITEM DESCRIPTION	QUANTITY
1.	A4 Exam Pads	800 Units
2.	Fly Paper A4	192 00 Units , 10 Boxes
3.	2 Quire Counter Book 192 pages	4000 Units
4.	White Board Markers Red Blue Green	12x32 12x32 12x32
5.	Elastic bands 100 g nett weight Size 128	3 Packs
6.	Fingerettes (Green)	1 Packet
7.	Thumb tacks	5 Boxes
8.	Black pen – Ink jell Red Pen – Ink jell Green Pen – Ink jell	34 Box 12
9.	Sellotape 50m transparent	20

10.	Eraser Large	1 Box
11.	P.V.C Lever Arch files A4	60 Units
12.	Yellow duster 33cm x 33cm soft	1500
13.	Staples 26/6	32 Units
14.	2-Hole Punch 9730 Normal	25
15.	Set Square Gonye 32cm – 45	150 Units
16.	Multi Adaptor	10 (3 plugs)
17.	2 Pin Plugs	30
18.	Metal File fasteners 8cm Sets	3000
19.	Maped Mental 250mm	150 Units
20.	Helix technical drawing set 0,5-60mm 12pcs	225 Units
21.	Drawing Board A3 – 12pcs	100
22.	Large mental hinge clips	2 Packs
23.	Plastic Sleeves	20 packs of 100
24.	A4 Printing Papers A3 Printing Papers	100 Boxes 10 Boxes
25.	USB 32 Gig, 10 per box	3 Boxes
26.	Stapler Remover	25
27.	USB Multiport adaptor	2
28.	HB Clutch 0,5	100 Units
29.	20 pages Pockets Plastic Files.	70 units
30.	Mathematical Set	225 Units
31.	Wall Clocks Large	10
32.	Suspension Files Green Yellow	200 200

	Red	200
33.	Extension Cord	3 x 50 metres
34.	Lever Arch Files Box	2 Boxes
35.	Tidy Box Files with lids	50
36.	Casio Scientific Calculator fx-28 za plus	275 Units
37.	Laminator	Industrial Large
38.	1 Blue 1 Red 1 Green	Rubber Stamp (Examinations)
39.		

Important information:

Please submit the following documents:

- **Valid Tax Clearance Certificate or pin.**
- **A valid BBBEE certificate or Sworn Affidavit;**
- **Central Supplier Database Registration Proof;**
- **Completed attached declaration forms.**

All quotations and compliance MUST be emailed to the following address:  
[nkosikhona@kinghintsacollege.edu.za](mailto:nkosikhona@kinghintsacollege.edu.za)

**Closing Date:** 31 March 2023

**PLEASE NOTE THAT NO LATE SUBMISSION WILL BE ACCEPTED**