



REQUEST FOR QUOTATIONS

RFQ Name: SUPPLY AND DELIVERY 2025 STATIONERY - DUTYWA CAMPUS

RFQ No: KHC/RFQ/08/2025

Technical Enquires: Mr A. Potelwa

Contact Details: 047 489 1101

Email address: potelwaa@khc.edu.za

SCM Enquiries: Ms S. Nongomanzi

Contact No: 047 401 6400/6437

Email address: snongomanzi@khc.edu.za

REQUISITION SPECIFICATION

PLEASE REFER TO THE ATTACHED DOCUMENT FOR FULL SPECIFICATIONS!!!!!!!!!!!!

Important Information:

DOCUMENTS TO BE FORWARDED WITH THIS RFQ

The documents, as indicated below must be attached to this RFQ. These documents form part of the Mandatory/Pre-Qualification stage of this RFQ. Documents requested for this stage are essential as non-compliance to the request to attach these documents, will render your RFQ unacceptable.

Please submit the following mandatory/ pre-qualifying compliance documents:

1. Valid SARS Tax Clearance Certificate or pin.
2. Copy of Central Supplier database (CSD) report (Full CSD report not summary)
3. Copy of Business Registration Document (CIPC).
4. Completed SUPPLIER declaration forms SBD 4(obtainable from our website).

Please submit the following additional documents to claim points for specific goals

1. Completed SBD 6.1 Preferential points claim form and submission of applicable documents outlined on Specific goals document (obtainable from our website).
2. Certified copy of ID of director(s), (Certification must not be older than 6 months)

All quotations and compliance documents MUST be emailed to the following email address: snongomanzi@khc.edu.za



Closing Date of quotations: 11 March 2025, TIME: 16:30PM

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED

DUTYWA CAMPUS STATIONERY LIST

Item No.	ITEM DESCRIPTION	QUANTITY
1.	Arch Lever Files (A4 Polypropylene)	100
2.	Flip Files 30 pockets	750
3.	3 Quire counter book (288 pages)	160
4.	2 Quire counter book (192 pages)	300
5.	72 Pages exercise book	480
6.	Calculator- Casio FX-82ZA	140
7.	Printing Papers (White)	500 Boxes (05 Reams per box)
8.	Colour Printing Papers	04 Boxes (05 Reams per box)
9.	Staples 26/6 (5000 pieces per pack)	02 Boxes (10 packs per box)
10.	Heavy duty staples 26/13 (1000 pieces per pack)	01 Box (10 packs per box)
11.	Multi Compartment Desk Organiser for files	20 Units
12.	Desktop Colour Office Storage box with lid 15"	32 plastic container units
13.	Buddy Drawers (6 Drawers)	10 Units
14.	Arch Lever File Covers	50 Rolls
15.	Arch Lever File Plastic Covers	50 Rolls
16.	Sharp Calculators	130
17.	Certificate A4 Paper (thick texture 100 sheets)	01 Box (12 packs of 100 sheets per box)
18.	White Board Markers (black)	500
19.	Instrument Box	150 Units
20.	Clear solo tape (big)	10 Units
21.	Batteries AAA 1.5	20 Units
22.	USB Headsets	30 Units
23.	Red pens (Claro Trion Ball Pen)	200
24.	Blue pens (Claro Trion Ball Pen)	100
25.	Green Pens (Claro Trion Ball Pen)	100
26.	Black Pens (Claro Trion Ball Pen)	200
27.	USB 64 gig	50 Units
28.	Heavy-duty 300 pages Giant Stapler	10 Units
29.	Sticking note pads (3x3 inch with 100 sheet pads, small with different colour's)	10 Boxes (12 packs of 100 per box)