



REQUEST FOR QUOTATIONS

RFQ Name: SUPPLY AND DELIVERY 2025 STATIONERY - CENTANE CAMPUS

RFQ No: KHC/RFQ/05/2025

Technical Enquires: Ms Stefane

Contact Details: 047 491 9822

Email address: tstefane@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: 19 February 2025, TIME: 16:30PM

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED

CENTANE CAMPUS

STATIONERY LIST

ITEM	QUANTITY	DESCRIPTION
1. Stapler	15	Small Black (20 Sheet Stapling Capacity)
2. Staples	10 Boxes	Standard (26/6)
3. Arch Leaver Files	50	A4 Polypropylene
4. Plastic Sleeves	10 Packs	Pack Of 100
5. Croxley Double Answer Sheet	1 Box	(12 Reams In A Box) Fly Paper A4
6. Usb (32g)	40	Cruzer Blade
7. Calculator- Casio	120	Casio Fx-82 Za Plus II
8 . 2 QUIRE (192 pages)	400	
9. Batteries AA	30 Units	
10. Batteries AAA	30 Units	
11 . Uni Click – Gel Red Pens	2 Boxes	Box Of 12
12. Uni Click – Gel Black Pens	1 Box	Box Of 12
13. A4 File Dividers	10 Packs -1-10 Tab 05 Packs -A-Z Tab	Pack Of 10
14. Plastic Carry Folders	10 Packs	Pack Of 5, A4 Marlin
15. A4 Printing Papers	100 Boxes	Box Of 5 Reams
16. Crocley Fingerettes (Green)	40	
17. Red Pens	100	Claro Trion Ball Pen
18. Black Pens	30	Claro Trion Ball Pen
19. Extension Cord 2m	03 Units	
20. Usb Multiport Adaptor	03 Units	