





REQUEST FOR QUOTATION – SUPPLY AND DELIVERY OF EXECUTIVE GIFTS

RFQ Number: KHC/RFQ/04/2026



Date of Issue: 18 February 2026

Quotations are hereby requested from service providers to quote for the following:

REQUISITION SPECIFICATION FOR EXECUTIVE GIFTS

Items	Full Descriptions	Quantity	Pictures
USB	<p>64GB Rotary Memory stick with a rubber and colourful metallic rotating part that will add style to the logos. following information.</p> <p>-College and DHET logo</p> <p>-www.khc.edu.za</p> <p><u>-info@khc.edu.za</u></p> <p>-Tel 047 401 6400</p> <p>Branding Method: (Laser engraving)</p>	200	
Power bank	<p>VEN DENS power bank and wall charger, black in colour with 10000 MAh fast charging It Must have the following information. - College and DHET logo</p> <p>-www.khc.edu.za</p> <p><u>-info@khc.edu.za</u></p> <p>-Tel 047 401 6400</p> <p>Branding Method: (Laser Engraving)</p>	200	



<p>Notebook</p>	<p>Notebook that comes with a pen. Edge A5 black in colour.</p> <p>It Must have the following information outside.</p> <ul style="list-style-type: none">-College and DHET logo-www.khc.edu.za-info@khc.edu.za-Tel 047 401 6400 <p>First page with vision and mission (inside)</p> <p>Branding Method: (Foil Stamping)</p>	<p>135</p>	
<p>Travel Mug</p>	<p>Stainless steel travel mug black in colour 400ml. It Must have the following information. -College and DHET logo</p> <ul style="list-style-type: none">-www.khc.edu.za-info@khc.edu.za-Tel 047 401 6400. <p>Branding method: (Laser Engraving)</p>	<p>100</p>	



Key rings	<p>Metal key ring It Must have the following information. - College and DHET logo</p> <p>-www.khc.edu.za</p> <p>-info@khc.edu.za</p> <p>-Tel 047 401 6400 (silver in colour)</p> <p>Branding Method: (Laser Engraving)</p>	200	
Gift bags	<p>Dazzle mini gift bag black in colour.it must have both college and DHET logos.</p> <p>-www.khc.edu.za</p> <p>-info@khc.edu.za</p> <p>-Tel 047 401 6400</p> <p>Branding Method:(Foil Stamping)</p>	200	
Gift bags	<p>Dazzle medium gift bag black in colour. it must have both college and DHET logos.</p> <p>-www.khc.edu.za</p> <p>-info@khc.edu.za</p> <p>-TEL 047 401 6400</p> <p>Branding Method:(Screen Print)</p>	150	



Gift bags	<p>Dazzle large gift bag black in colour. it must have both college and DHET logos.</p> <p>-www.khc.edu.za</p> <p>-info@khc.edu.za</p> <p>-TEL 047 401 6400</p> <p>Branding Method: (Screen Print)</p>	100	
Lanyards	<p>Hi-vis cord lanyard branded in full college colours and the college logo.250 orange and 250 black.</p> <p>Branding Method:(Screen Print)</p>	5000	
A5 writing pads	<p>A5 writing (5.8x8.3) offering portable medium-sized format ideal for notes journaling designed to be half of an A4 sheet. With both DHET and the college logos</p> <p>-info@khc.edu.za</p> <p>www.khc.edu.za</p> <p>Tel 047 401 6400</p> <p>Branding Method: (Foil Stamping)</p>	394	

Please note that all the items should be branded in Full Colour.



Evaluation criteria

The evaluation criteria will use 80/20 Principles, where the points are formed by Price and the Specific Goals, Price is 80 points, and the Specific goals is 20 points. NB: SBD 6.1 must be used in order to claim points. Additional information i.e., id copies of directors (not older than 6 months certification) medical certificate and shareholders certificates.

Specific goal category	Allocation of Points 20
Black Ownership: Enterprise Owned by Black Persons i.e., Africans, Coloured, Indians, and Others as defined by the Constitution of South Africa <ul style="list-style-type: none">100% Black owned enterprises	10
Woman Ownership <ul style="list-style-type: none">100% Woman ownership	4
Youth ownership <ul style="list-style-type: none">100% Owned by youth	4
Disability <ul style="list-style-type: none">100% Owned by person with disability	2
Total	20

Table : Specific Goals

Specific Goals are broken down as follows:

Criteria	Points Available
Bid Price	80
Specification Goals	20
Total	100



POPIA Act Disclaimer

- By providing a quote or bid and/or related documentation to the King Hintsa TVET College, the bidder/quoter consents to the processing of its Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the procurement purpose, including but not limited to the evaluation, adjudication and appointment of a successful bidder/quoter. The submitted information may also be utilised for any audit and/or legislative reporting purposes.
- Where applicable, the bidder/quoter warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for the bid /quotation. In addition, the bidder/quoter consents that King Hintsa TVET College to
- Verify any personal information with the National Treasury CSD website, including verification of references.
- Verify any other regulatory/ industry or any accredited/certification bodies.
- At any stage should the bidder/quoter wish to withdraw its consent as detailed hereabove, it must do so in writing and address such notification to the SCM Manager.

Please submit the following compliance documents along with your quotation:

1. Valid SARS Tax Clearance Certificate or pin.
2. Copy of Central Supplier database (CSD) report (Full CSD report not summary).
3. Complete SBD 4 form (Obtainable from our website).
4. Copy of Business Registration Document (CIPC).
5. Sole traders are required to submit an affidavit.
6. If a supplier is not a VAT vendor, VAT must not be included, otherwise all the prices must include VAT.

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

1. Complete SBD 6.1 for preferential points claim as 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).
3. Shareholders certificate.

Specification enquiries should be directed to:

Mr T.O Masiko

Email: tmasiko@khc.edu.za

Tel no. 047 401 6400

SCM enquiries and submissions of quotations should be directed to:

Ms S. Nongomanzi

Email: snongomanzi@khc.edu.za

Tel no. 047 401 6400

Closing Date: **25 February 2026; Time: 16:30pm**

PLEASE NOTE THAT NO LATE SUBMISSION WILL BE ACCEPTED