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<b>REFERENCE</b>	:	RFQ-TZN-2632
<b>ENQUIRIES</b>	:	Mokgotho SP
<b>EXTENTION</b>	:	229

05 August 2022

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR SUPPLY & DELIVERY OF STATIONERY AT TZANEEN CAMPUS**

ITEM NR	DESCRIPTION	SPECIFICATIONS	QUANTITY
1.	Staple Refills	Staple Refills for xerox photocopy machine	01
2	Staples Cartridge	Staples Cartridge for xerox photocopy machine	01

**NB: Goods are needed urgently; the recommended service provider will be required to deliver within 7 todays after receiving the order.**

**Quotations must also be submitted with the following documents.**

- Valid Tax Clearance Certificate, Company registration documents, Business Municipal Bill/account or lease, Certified ID Copies, Proof of registration on Central Supplier Database,
- Attach B-BBEE Certificate or affidavit for points allocation.

**Closing date is 11 August 2022 to be submitted in a sealed envelope at 1 Claude Wheatley Street, Tzaneen, and Central Office Building by 16:00 OR email it to [scm@letcol.co.za](mailto:scm@letcol.co.za) Subject/reference:**

The quotations should reach the college not later than **11 August 2022.**

**GENERAL CONDITIONS: (Sign at the bottom and attach to your documents to be submitted back to the College)**

1. The Treasury Regulations stipulate that all service providers dealing with public institutions **will be paid not later than 30 days after receiving all required documentation.**
2. For quotations above **R30 000**; B-BBEE certificate should be submitted to claim points
3. No payment for the provision of a service, the supply of goods or the execution of work shall be processed unless a tax invoice containing a reference to the relevant purchase order and delivery note if applicable, has been received.
4. **The college reserve the right to not accept or return products that are not according to the specification or as per the required standard.**
5. All payment shall as far as possible be affected by means of electronic transfer and not by cheque and suppliers should furnish the **confirmation of banking details letter from the bank.**
6. Quotes will only be considered if it is according to the specifications given. Please ensure that all relevant information is stated on quote e.g. Vat, Transport cost, delivery period and validity of quotation.
7. It is assumed that you agree with these conditions by quoting.

**PROCUREMENT OFFICE**

**SUPPLIER OF GOODS/SERVICE**