



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



NORTHLINK TVET COLLEGE

Herein referred to as (NLC)

REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE

SUPPLY AND DELIVERY OF STATIONERY TO VARIOUS CAMPUSES OF NORTHLINK TVET COLLEGE FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Tender No: PU4412/024

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU4412/024 THE SUPPLY AND DELIVERY OF STATIONERY TO VARIOUS CAMPUSES OF NORTHLINK TVET COLLEGE FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU4412/024** is at 11h00 AM on **Thursday, 12 November 2026**.

Tender number	PU4412/024	
Date issued	22 October 2026	
Tender closing date	12 November 2026	11h00 am
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Non-compulsory Information Session	30 October 2026	09h00 am
	An online non-compulsory briefing session will be facilitated via MS Teams	

Company name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

<i>Description</i>	<i>Requirement</i>	YES	NO
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Technical specifications and pricing	Attach fully signed technical specifications and pricing (Don't change the pricing schedule and specification)	Yes	No
Proof of Bank Account	Provide Confirmation letter from Bank not older than 6 months	Yes	No
Company registration documents	Provide Company registration documents	Yes	No
Tax Compliance	SARS Tax Compliance Status Pin	Yes	No
ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)	Yes	No
BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Board resolution	Provide Valid Board Resolution if not Sole Proprietor	Yes	No
Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
COIDA – Relevant Industry	Submit valid letter of good standing from the department of labour	Yes	No
Audited Annual Financial Statements / Annual Financial Statements	Submit Audited Annual Financial (signed) statements or Annual Financial (signed) Statements for the last 2 Years	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Provide three (3) contactable Reference Letters (Not older than 5 years). • of contracts of similar but tender related nature or service • for the past five (5) years: • Letters must be clearly dated (Commencement, Completion and Duration) • Letters must not be from same company • Letters must not be from Northlink TVET College 3 Reference Letters = 30 Points 2 Reference Letters = 20 Points 1 Reference Letter = 10 Points No evidence provided = 00 Point	30
Company Industry Experience Submit Company Profile indicating number of experiences in the industry. • More than 10 years' experience = 20 Points • Experience between 5 and 9 years = 15 Points • Experience between 2 and 5 years = 10 Points • Less than 2 years = 5 Points • No information provided = 0 Points	20
Response Time after Order Placement Submit letter on the company letterhead indicating delivery time • Same day delivery = 20 Points • Next Business day delivery = 15 Points • Between 2 and 7 business days = 5 Points • Between 7 and 14 business days = 3 Points • More than 14 days business days/ No Information provided = 0 • Not Provided = 00 Point	20
Location of supplier (eg utility bill or lease agreement) • Within Cape Town = 20 Points • Within Western Cape Province = 10 Points • Non provided = 00 Point	20
Proof of delivery transport (e.g. vehicle registration documents, rental agreement) Provided = 10 Points None provided = 00 Point	10
Total points	100

SPECIFICATION

PRICING SCHEDULE			
Description	Unit of Measure	Quantity	Total Price (incl. VAT & Delivery)
A4 192 Feint 2 Quire notebook	Each	1	R
A4- 20 Pockets Flip File Clear	Each	1	R
A4 Carry Folder - Plastic with Clips	Set	1	R
A4 Divider Board (10 Tab) - Bright	Set	1	R
A4 Index Dividers (1-10)	Pkt	1	R
A4 Legal Pad 80 sheet unpunched yellow bond paper	Each	1	R
A4 Presentation Folders (Multicolored)	Each	1	R
A4 Quotation Presentation Folders (Black)	Each	1	R
A4 Spiral Notebooks	Set	1	R
A4 Masonite Clipboard	Each	1	R
A5 Manuscript Book Feint Margin 192pg	Set	1	R
A5 Notebook Wire JD127 100pg Side Bound	Packet	1	R
Arch lever file (blue)	Box	1	R
Arch lever file (green)	Box	1	R
A5 Hardcover notebook	Each	1	R
Artline EK700 Fine Permanent Marker black	Pack of 10	1	R
Artline EK700 Fine Permanent Marker blue	Pack of 10	1	R
Artline EK700 Fine Permanent Marker red	Pack of 10	1	R
Artline EK700 Fine Permanent Marker green	Pack of 10	1	R
Artline Permanent Marker Black – size “725”	Pack of 10	1	R
Artline Permanent Marker Black (pack of 10) -size “70”	Pack of 10	1	R
Artline Permanent Marker Blue (pack of 10) -size “70”	Pack of 10	1	R
BIC click medium Ball Point-Black-(60 in each box)- 10 mm	Each	1	R
Black Fold Clips - (32mm)	Each	1	R
Black Fold Clips- (19 mm)	Box	1	R
Black Fold Clips- (51 mm)	Each	1	R
Bostik Prestik	Each	1	R

Calculator	Each	1	R
Clutch Pencils Led 0.5mm	Each	1	R
Filing & Repositionable Tabs	Each	1	R
Highlighters (Assorted Colours Set of 6)	Pack of 6	1	R
Computer/Laptop Cleaning Kit	Each	1	R
Correction Pens	Each	1	R
Croxley Board Rainbow file dividers A4 plastic with number (1-10)	Pkt	1	R
Croxley Board Rainbow file dividers A4 plastic with no number	Pkt	1	R
Croxley Board Rainbow file dividers A4 plastic with number (1-30)	Pkt	1	R
Desktop Organiser PVC Round-Up	Each	1	R
Battery Alkaline AA -Pack of 6	Pack of 6	1	R
Battery Alkaline AAA- Pack of 6	Pack of 6	1	R
Endorsing Ink Black	Packet	1	R
Envelopes C4 324 x 229mm Full Gum Unbanded White – No window	Packet	1	R
Envelopes DL Banker 110 x 220mm Opaque Seal Easi	Each	1	R
Erasers	Each	1	R
Fingerette - Size 0	Packet	1	R
Fingerette- Size 00	Boxes	1	R
			R
Fingerette - Size 1	Each	1	R
Heavy Duty Puncher	Each	1	R
Kangaroo SR 300 Staple remover	Each	1	R
Kwik sorts (Croxley)- -250 X 170X 1050MM	Each	1	R
Letter Tray	Pkt	1	R
Lighters	Box	1	R
Maped Clutch PCL BPeps Long Life 0.5mm	Pkt	1	R
Masking Tape-(40MM)	Each	1	R
Memo Book A6 Hand cover	Each	1	R
Memory stick size – 8GB	Each	1	R
Multi plug extension cord – 10m	Each	1	R

Optiplan 425 Files M/W with flap A4 - 4 Packs (25 files per pack) per Box			R
	Pack of 25	1	R
Office Scissors sizes: 205 - 210 mm	Pkt	1	R
Packaging Tape 48mmx100m Roll Clear	Pkt	1	R
Packaging Tape Clear-48mm	Pkt	1	R
Paper Clips 25mm Silver	Pkt	1	R
Paper Clips 50mm Silver	Pkt	1	R
Pencil Sharpener (double hole)	Pkt	1	R
HB Pencils	Pkt	1	R
Pentel Superb BK77-A Ball Pen Black	Each	1	R
Pentel Superb BK77-C Ball Pen Blue	Each	1	R
Plastic Index A4 Dividers Printed Rainbow (pack of 10)	Each	1	R
Post It Cube- Sticky notes	Pkt	1	R
Pritt Glue Stick 22g- 43 g	Pkt	1	R
Ruler 30cm	Pkt	1	R
Screen Cleaning Wipes	Pkt	1	R
Sello Tape Medium 24 mm	Pkt	1	R
Sellotape double-sided 12mm x 33m	Pkt	1	R
Stamp pad Ink bottle -black-30ml	Each	1	R
Stamp pad Ink bottle -Red-30ml	Each	1	R
Stamps-Posted (example attached)	Box	1	R
Stamps-Received (example attached)	Box	1	R
Staple Remover	Box	1	R
Stapler (Standard)	Box	1	R
Staplers (size 24/6)	Pkt	1	R
Staples for Giant stapler-(size No 66/11)	Pkt	1	R
Staples (Standard)	Pkt	1	R
Unbanded White – No window	Each	1	R
Unibal Signo UMN 207 Black	Box	1	R

Unibal Signo UMN 207 Blue	Box	1	R
Unibal Signo UMN 207 Red	Box	1	R
White Board Cleaning Sprays	Each	1	R
Total Bid Price (incl. VAT & Delivery)			R

DELIVERY ADDRESS:

80 Voortrekker Road
Central Office, Bellville
Cape Town
7530

The remaining campuses are located in the northern suburbs of Cape Town, approximately 30 kilometres apart.