



09 October 2019

Request For Bidder Information Notice

The College intends on sourcing a Preferred Supplier for the following Goods and Services:

Request for Information Title & Requirement	Company Prospectus Deadline
Provisioning of Stationery Supplies	23 October 2019

Parties that wish to be included in the Bidders list, should forward the following documents to procurement@stithian.com by the deadline dates indicated above:

- Brief Company Profile – highlighting what the company does, experience and achievements;
- Valid B-BBEE Certificate;
- Company Registration Document;
- Valid SARS certificate of good standing;
- Relationship of Company owners or managers with St Stithians (parents, alumni, etc); and
- Outline experience with schools with contactable references

Please note:

- i) Submission of Company Documents by an interested Party does not constitute your automatic inclusion on the **Bidders List**;
- ii) Compilation of the Bidders List is done by the College in its sole and absolute discretion.
- iii) The College is entitled to add and remove bidders as deemed necessary in the circumstances;
- iv) The College reserves the right to compile the Bidders List based on specific requirements of each Scope of Work.
- v) Only bidders formally vetted and included on the Bidders List will be issued with an **RFQ** Invitation.
- vi) Should you submit documents other than the list of requisite Company Documents, the College is not obliged to review or keep additional submissions on record.
- vii) No interested party shall have any claim against the College for actions taken by it in the procurement process; as such, any submission of Company Documents is made at your own risk.
- viii) The College will not be liable for any costs incurred in the submission of Company Documents.

Upcoming Tenders:

- i) Please review the College's website for upcoming requirements and sourcing events.
- ii) The Notices of upcoming tenders will be updated as required.

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