



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1812 Fax: 321-0517
Website: www.publicworks.gov.za

Dear Sir/ Madam

You are hereby invited to submit a quotation for the supply and delivery of the following goods/assets/service to the Department of Public Works.

QUOTATION NO : RFQ106A0239
INVITATION DESCRIPTION : STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 23/10/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY				
1. A4 grey solid plastic filing containers	<i>Ea</i>	<i>10</i>		
2. Black ballpoint pens	<i>Boxes</i>	<i>2</i>		
3. A4 hard cover books	<i>Ea</i>	<i>20</i>		

4. A4 Hard cover page -1 White -1 Red -1 Blue	<i>Per Ream</i>	03		
5. Arch files	<i>Ea</i>	10		
6. Blue permanent marker	<i>Ea</i>	10		
7. Black permanent markers	<i>Ea</i>	30		
8. Big clear sellotape	<i>Ea</i>	30		
9. Scissors Medium	<i>Ea</i>	5		
10. Stapler 26/6	<i>Ea</i>	5		
11. Giant stapler	<i>Ea</i>	1		
12. Glue stick 43g	<i>Ea</i>	10		
13. Blue duraplus files-2579	<i>Ea</i>	15		
14. Hole puncture	<i>Ea</i>	2		

15. Post it flags, each box different colour	<i>Boxes</i>	3		
16. Sign it here stickers/ Flags	<i>Boxes</i>	3		
17. 19mm black foldback clips	<i>Boxes</i>	5		
TOTAL PRICE				

SUPPLIER LOCATION MUST BE GAUTENG PROVINCE FOR AWARDING OF POINTS ON LOCALITY

Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

Enquiries : Public Works
Tel : Corner Vermeulen and Bosman Street
: Pretoria
: Veronica Tshokwe
: 012 406 1036
Quotations must be submitted to the following email address:
Veronica.Tshokwe@dpw.gov.za or ndpwquotatons@dpw.gov.za

NOTE: Suppliers are to ensure that their banking details are successfully verified on CSD, The department may at any point request verification of the details.

Please stamp the RFQ with your Company Stamp. **However** a quotation on the company letterhead would be accepted. **Failure to** return the forwarded PA-Forms will result in your quotation being considered as non-responsive.