



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 : RFQ115A0122
INVITATION DESCRIPTION : STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 25/09/2024

| DESCRIPTION | UNIT OF PURCHASE | QUANTITY REQUIRED | UNIT COST (INCL VAT) | TOTAL AMOUNT (INCL VAT) |
|---|------------------|-------------------|----------------------|-------------------------|
| REQUEST FOR QUOTATION FOR STATIONERY | | | | |
| 1. BIG PENCIL SHARPENER | <i>Ea</i> | 5 | | |
| 2. CALCULATOR - 12 DIGIT ELECTRONIC | <i>Ea</i> | 2 | | |
| 3. ERASER, PENCIL; IN A SLEEVE | EACH | 5 | | |

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| 4. FILE DIVIDER A4 - A-Z , 20 DIVISION (BRIGHT SOLID COLOURS) MULTI-PUNCHED | SET | 10 | | |
| 5. FILE DIVIDER A4- 1-12 DIVISION(BRIGHT SOLID COLOURS) MULTI-PUNCHED | SET | 10 | | |
| 6. FILE DIVIDER A4 10 TABS (BRIGHT SOLID COLOURS) MULTI PUNCHED | SET | 10 | | |
| 7. FILING POCKETS A4 PLASTIC BINDING EDGE MULTI PUNCHED | PACKET | 5 | | |
| 8. FOLD BACK PAPER CLIPS (19MM) | BOX | 10 | | |
| 9. FOLD BACK PAPER CLIPS (32MM) | BOX | 10 | | |
| 10. FOLD BACK PAPER CLIPS (77MM) | BOX | 20 | | |
| 11. GLUE STICK 40G | EACH | 10 | | |
| 12. HIGHLIGHTERS ASSORTED COLOURS | EACH | 5 | | |
| 13. LEVER ARCH FILES A4 BOARD ASSORTED COLOURS 80MM | EACH | 5 | | |
| 14. MARKER PERMANENT MEDIUM BULLET POINT | EACH | 20 | | |

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| 15. PLASTIC REFUSE BAGS 910MMX760 | ROLL | 10 | | |
| 16. PEN, BALL-POINT , BLUE | EACH | 10 | | |
| 17. PEN, BALL-POINT , RED | EACH | 10 | | |
| 18. PEN, BALL-POINT , BLACK | EACH | 250 | | |
| 19. PENCIL TRADITIONAL HB | EACH | 20 | | |
| 20. PENCIL SHARPENER METAL ONE HOLE WEDGE SHAPE | EACH | 2 | | |
| 21. POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS | EACH | 10 | | |
| 22. PRESTIK 100G | EACH | 1 | | |
| 23. PUNCH, OFFICE PAPER 1-HOLE METAL , PUNCH 30 SHEETS | EACH | 1 | | |
| 24. PUNCH,PAPER 2-HOLE HEAVY DUTY PAPER ADJUSTER, PUNCH 72 SHEETS | EACH | 1 | | |
| 25. RUBBER BANDS, ASSORTMENT | PACKET | 3 | | |

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| 26. RUBBER BANDS, 38 | PACKET | 3 | | |
| 27. RUBBER BANDS, 69 | PACKET | 3 | | |
| 28. RUBBER BANDS, 75 | PACKET | 3 | | |
| 29. RUBBER BANDS, 89 | PACKET | 3 | | |
| 30. RULER CLEAR PLASTIC 30CM | EACH | 4 | | |
| 31. SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE | EACH | 5 | | |
| 32. STAPLER GIANT | EACH | 5 | | |
| 33. STAPLER OFFICE METAL S17 | EACH | 5 | | |
| 34. STAPLES 26/6 | BOX | 5 | | |
| 35. STAPLES, GIANT; 66/8 | BOX | 5 | | |
| 36. STAPLE REMOVER | EACH | 10 | | |

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| 37. STAPLE REMOVER FOR GIANT STAPLES | EACH | 5 | | |
| 38. STICK NOTE SELF ADHESIVE 130MM X 85MM ASSORTED COLOURS | PAD | 5 | | |
| 39. STICK NOTE SELF ADHESIVE 51MM X 38MM ASSORTED COLOURS | PAD | 5 | | |
| 40. STICK NOTE SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS | PAD | 5 | | |
| 41. TAPE, CELLOTAPE, ASSORTED COLOURS 18MM X 66M | EACH | 5 | | |
| 42. TAPE, CELLOTAPE, ASSORTED COLOURS 12MM X 66M | EACH | 5 | | |
| 43. TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS | EACH | 1 | | |
| 44. WHITEBOARD BOARD, MARKER ASSORTED COLOURS, MEDIUM BULLET POINT | EACH | 3 | | |
| 45. WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES | EACH | 10 | | |
| 46. WRITING A5 SHORTHAND NOTEBOOKS(NO CENTRE LINE) TOP BOUND | EACH | 10 | | |
| 47. WRITING EXAMINATION PAD A4, 100 SHEETS PUNCHED | EACH | 10 | | |

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| 48. FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS (blue – 4 and Red)- 2579 | EACH | 7 (3Red & 4Blue) | | |
| 49. DECIFIX A4 BOOK COVER (SELF ADHESIVECOVERING) | ROLL | 3 | | |
| 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.