



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 012 406 1901 Fax: 086 272 8850
E-mail: tryphina.rachoene@dpw.gov.za 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 : RFQ 0061
QUOTATION DESCRIPTION : Supply and Delivery of Stationery
VALIDITY PERIOD : 84 days
CLOSING TIME : 11:00
CLOSING DATE : 02/06/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<i>Notebook A4 2 Quire</i>	Each	10		
<i>Stick Notes (76mm)</i>	Box	3		
<i>Shorthand Book</i>	Box	1		
<i>Pilot Pens G-2 07</i>	Box	10		
<i>Durable Blue Files</i>	Box	5		
<i>Durable Red Files</i>	Box	5		
<i>Staples 26/6 Full Strip</i>	Box	5		
<i>Pop-Up Flags Sign Here</i>	Box	2		
<i>High lighters</i>	Box	1		

Please e-mail the completed quotation to

	: Public Works
	: Corner Church and Bosman Street
Enquiries	: Tryphina Rachoene
Tel	: 012 406 1901
E-mail	: Tryphina.Rachoene@dpw.gov.za

Quotations must be submitted to the following email address:
ndpwquotations@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.