



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

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**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 : RFQ0076**  
**QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY**  
**VALIDITY PERIOD : 84 Days**  
**CLOSING TIME : 11:00**  
**CLOSING DATE : 24/06/2024**

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
Labels white sheets form 32x50mm	EACH	50		
Lever arch files A4 PVC with mechanism assorted colours 75mm	EACH	30		
Marker permanent medium bullet point	EACH	15		
Pen, ball-point Blue	EACH	30		
Pen, ball-point Red	EACH	30		
Pen, ball-point Black	EACH	30		
Pencil Traditional HB	EACH	30		
Pop-up sign here flags 45mmx12mm assorted colours	EACH	20		

Prestik 100g	EACH	30		
Clip board Masonite 240x380mm	EACH	5		
Fold back papers (19mm)	EACH	40		
Fold back papers (32mm)	BOX	50		
Fold back papers (77mm)	BOX	50		
Folder quotation blue and red colour with strip and filing	BOX	20		
Gemclip/paper silver 30mm	BOX	100		
Gemclip/paper silver 50mm	BOX	100		
Glue Stick	BOX	20		
Highlighters Assorted Colours	BOX	20		
Scissors assorted colours 170mm stainless steel blade	EACH	15		
Staples 26/6	BOX	10		
Staples 66/8	BOX	03		
Staple remover for giant staples	EACH	05		
Stick note self-adhesive 75mmx70mm assorted colours	PAD	20		

Tape, post-it tape flag, assorted colours	EACH	20		
Writing examination pad A4, 100 sheets punched	EACH	20		
Only Suppliers with Proof of address from Gauteng Province will be allocated points for Location under specific goal.				

**Enquiries**

**Contact**

**: Keneuwe Mathatho**

**Tel**

**: 012 406 2199**

**E-mail**

**: [keneuwe.mathatho@dpw.gov.za](mailto:keneuwe.mathatho@dpw.gov.za)**

**Quotations must be submitted to the following email address:**  
**[ndpwquotations@dpw.gov.za](mailto:ndpwquotations@dpw.gov.za)**

**OR at the Quotation Box: CGO Building, 256 Madiba Street, Pretoria Central, 0001**

***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.**