



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	: RFQ2120A0069
INVITATION DESCRIPTION	: STATIONERY
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 30-07-2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<i>Pencils</i>	<i>12 in a Box</i>	<i>01</i>		
<i>Sharpners</i>	<i>12 in a Box</i>	<i>01</i>		
<i>Pencil erasers</i>	<i>12 in a box</i>	<i>01</i>		
<i>Heavy duty giant stapler (100 sheets)</i>	<i>Each</i>	<i>01</i>		
<i>Giant stapler remover</i>	<i>Each</i>	<i>01</i>		
<i>Staples giant 66/8</i>	<i>Box</i>	<i>01</i>		

<i>Foldback paper clips (19mm)</i>	<i>Box</i>	<i>10</i>		
<i>Foldback paper clips (32mm)</i>	<i>Box</i>	<i>10</i>		
<i>Foldback paper clips (77mm)</i>	<i>Box</i>	<i>10</i>		
<i>4 quire books</i>	<i>Each</i>	<i>04</i>		
<i>2 quire books</i>	<i>Each</i>	<i>10</i>		
<i>Shorthand notebooks</i>	<i>Each</i>	<i>05</i>		
<i>Stapler 26/6</i>	<i>Box</i>	<i>06</i>		
<i>Staples 26/6</i>	<i>Box</i>	<i>12</i>		
<i>Gem clips/paper silver 30mm</i>	<i>Box</i>	<i>10</i>		
<i>Gem clips/paper silver 50mm</i>	<i>Box</i>	<i>10</i>		
<i>Stick note 77mmX70mm assorted colours</i>	<i>Box</i>	<i>10</i>		

Highlighters assorted colours	Each	30		
Lever Arc files A4 PVC assorted colours 75mm	Each	30		
Black pen	24 in a box	2		
Red pen	24 in a box	1		
Blue pen	24 in a box	1		
Pop up sign hereflags 45mmX12mm assorted colours	Each	20		
scissors assorted colours 170mmc	Each	05		
Tape post-it flags assorted colours	Each	20		
Duraplug files A4 with clear front pocket (various colours)	Box	150		
Glue stick 40G	Each	05		
Bostik	Each	3		

<i>Pocket sleeves</i>	<i>100 in a pack</i>	<i>02</i>		
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Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

	: Public Works
	: Corner Vermeulen and Bosman Street
	: Pretoria
Enquiries	: Portia Moipolai
Tel	: 012 406 1812

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