



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	: RFQ126A0368
INVITATION DESCRIPTION	: STATIONERY
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 23/01/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY				
1. ERASER, PENCIL; IN A SLEEVE	EACH	20		
2. FLIPCHART PAPER PERFORATED	PAD	50		
3. FOLD BACK PAPER CLIPS (19MM)	BOX	100		

4. FOLD BACK PAPER CLIPS (32MM)	BOX	100		
5. FOLD BACK PAPER CLIPS (77MM)	BOX	50		
6. MARKER PERMANENT MEDIUM BULLET POINT	EACH	50		
7. PAPER BOND A4 80 GM	REAM	200		
8. PAPER BOND A3 80 GM	REAM	25		
9. PEN, BALL-POINT, RED	EACH	10		
10. PEN, BALL-POINT, BLACK	EACH	50		
11. PENCIL TRADITIONAL HB	EACH	50		
12. POP-UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	EACH	100		
13. PUNCH, OFFICE PAPER 2-HOLE; METAL PAPER ADJUSTER, PUNCH 30 SHEETS	EACH	6		
14. PUNCH, PAPER 2-HOLE HEAVY DUTY PAPER ADJUSTER, PUNCH 72 SHEETS	EACH	2		

15. RUBBER BANDS, ASSORTMENT	PACKET	20		
16. RUBBER BANDS, 38	PACKET	20		
17. RULER CLEAR PLASTIC 30CM	EACH	10		
18. SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	EACH	10		
19. STAPLER GIANT	EACH	2		
20. STAPLER OFFICE METAL S17	EACH	15		
21. STAPLES 26/6	BOX	50		
22. STAPLES, GIANT; 66/8	BOX	15		
23. STAPLE REMOVER	EACH	15		
24. STAPLE REMOVER FOR GIANT STAPLES	EACH	10		
25. STICK NOTE SELF ADHESIVE 51MMX 38MM ASSORTED COLOURS	PAD	50		

26. STICK NOTE SELF ADHESIVE 75MMX 70MM ASSORTED COLOURS	PAD	50		
27. TAPE, CELLOTAPE, ASSORTED COLOURS 18MM X 66M	EACH	10		
28. TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS	EACH	50		
29. WRITING EXAMINATION PAD A4, 100 SHEETS PUNCHED	EACH	30		
30. CALCULATOR - 12 DIGIT ELECTRONIC	EACH	6		
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.