



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	: RFQ145A0188
INVITATION DESCRIPTION	: STATIONERY
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 08/08/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY				
1. Highlighters assorted colours	<i>Ea</i>	60		
2. Lever Archfile A4 Board 40 mm	<i>Ea</i>	30		
3. Pen, Ball-point, blue	<i>Box</i>	4		
4. Pen, Ball-point, red	<i>Box</i>	1		
5. Pen, Ball-point, black	<i>Box</i>	6		
6. Traditional pencil HB	<i>Ea</i>	40		
7. Pencil sharpner	<i>Ea</i>	10		
8. Prestik 100g glue	<i>Ea</i>	15		

9. <i>Pritt glue stick</i>	<i>Ea</i>	20		
10. <i>Note book 2 quire</i>	<i>Ea</i>	30		
11. <i>Marker associated colours</i>	<i>Ea</i>	40		
12. <i>Pop-up sign here flags 45mm x 12mm assorted colours</i>	<i>Ea</i>	20		
13. <i>File divider A4-AZ 20 division (bright solid colours) multi-punched</i>	<i>Set</i>	20		
14. <i>Fold back paper clips (51mm)</i>	<i>Box</i>	4		
15. <i>Folder A4 quotation red,green and blue colours</i>	<i>Box</i>	20		
16. <i>Giant stapler</i>	<i>Ea</i>	4		
17. <i>Stapler office metal S17</i>	<i>Ea</i>	10		
18. <i>Staples 26/6</i>	<i>Box</i>	10		
19. <i>Stick note self adhesive 130mm x 85mm assorted colours</i>	<i>Pad</i>	15		
20. <i>Fold back clip 19mm</i>	<i>Box</i>	4		
21. <i>Stick note self adhesive 51mm x 38mm assorted colours</i>	<i>Pad</i>	15		
22. <i>Tape, post-it tape flag, assorted colours</i>	<i>Ea</i>	20		
23. <i>Whiteboard board, market assorted colours, medium bullet poin</i>	<i>Ea</i>	20		
24. <i>Fold back clips</i>	<i>Box</i>	10		
25. <i>File divider Jan-Dec rainbow file</i>	<i>Set</i>	10		
26. <i>Envelopes A4</i>	<i>Box</i>	3		
27. <i>Stapler remover</i>	<i>Ea</i>	10		
28. <i>Scissors</i>	<i>Ea</i>	10		
29. <i>Ruler</i>	<i>Ea</i>	10		
30. <i>Transparent Cello Tape big</i>	<i>Ea</i>	3		

31. Erasers	<i>Ea</i>	5		
32. Staplets for giant stapler	<i>Box</i>	3		
TOTAL PRICE				

SUPPLIER LOCATION MUST BE GAUTENG PROVINCE FOR AWARDING OF POINTS

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	: Veronica Tshokwe
Tel	: 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.