



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	: RFQ146A0504
INVITATION DESCRIPTION	: STATIONERY
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 21/03/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY				
1. File durable A4 with clear front pocket various	Ea	200		
2. Punch, office paper 2 hole adjuster	Ea	3		
3. Stapler office metal S17	Ea	4		
4. Scissors assorted colours	Ea	5		
5. Pen, ball-point Black	Ea	50		
6. Pen, Ball-point, Red	Ea	10		
7. Punch paper 2 hole heavy duty paper adjuster	Ea	3		
8. Glue stick 40g	Pack of 5	10		

9. Pencil traditional	Ea	10		
10. Staples 26/6	Box	8		
11. Stapler remover	Ea	4		
12. Highlighters assorted colours	Ea	50		
13. Pop-up sign here flag	Ea	50		
14. Stick note self adhesive 130mm	Pad	20		
15. Writing book A4 Hrdcover Counter book 192	Ea	20		
16. Eraser Pencil in Sleeve	Ea	10		
17. Pencil Sharperner Metal on hole	Ea	10		
18. Pop-up sign here flag	Ea	50		
19. A4 Brown Envelop	Box	1		
20. File Dviders A4 A-Z Bright colours	Set	200		
21. Calculator-12 digit electronic	Ea	2		
22. Cellotape 55x66	Ea	5		
23. Giant heavy duty 66/8	Ea	2		
24. Staples, giants, 66/88	Ea	2		
<u>DELIVERY ADDRESS</u> Centre Walk Buildng No:431 4 th floor Pretoria				
TOTAL PRICE				

SUPPLIER LOCATION MUST BE GAUTENG PROVINCE FOR ALLOCATION OF POINTS

Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

: Public Works

Enquiries : Corner Vermeulen and Bosman Street
Tel : 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.