



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** : RFQ0189  
**QUOTATION DESCRIPTION** : WASTE PAPER MANAGEMENT  
**VALIDITY PERIOD** : 84 Days  
**CLOSING TIME** : 11:00  
**CLOSING DATE** : 28/08/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
<p>Provision of Waste Paper Management at National Department of Public Works and Infrastructure (NDPW) Head Office Pretoria for a Period of two (02) years.</p> <p>Provide 200 bags and 200 boxes monthly for recycling waste paper, if more bags are needed for that month the Department will request additional boxes at no extra charges to the Department.</p> <p>Provide guidance in terms of sorting waste paper according to the colour e.g. Magazines, Newspapers, old journals/books file covers, etc. and extra bags should be made available for sorted materials.</p> <p>Pick-up hours for the collection should be between 08:00-15h00 once a week / or the Department will arrange for collection once the bags are full.</p> <p>The supplier must bring the scale during the collection at NDPWI premises to ensure accurate information (weight, volume) is provided to the client (NDPW)</p> <p>Contact person must be established to liaise with the Department in terms of the collection arrangements and supply of bags/boxes.</p>				

Collection must be done within 24 hours upon receiving a collection request				
Payment to the Department must be done within 30 days of collection				
Supplier should make sure that all equipments and stationery supplied to NDPWI meet the OHSA safety standard				
NB: Bags and boxes should be supplied to the Department at no charge fee.				
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.**