



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](http://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           | : RFQ: 155A0319             |
| INVITATION DESCRIPTION | : PROCUREMENT OF STATIONERY |
| VALIDITY PERIOD        | : 84                        |
| CLOSING TIME           | : 11:00                     |
| CLOSING DATE           | : 13/11/2024                |

| DESCRIPTION   | UNIT OF PURCHASE | QUANTITY REQUIRED | UNIT COST (INCL VAT) | TOTAL AMOUNT (INCL VAT) |
|---|------------------|-------------------|----------------------|-------------------------|
| <b>STATIONERY:</b>                                  |                  |                   |                      |                         |
| 1. Fold Black Paper Clips (19MM)                    | Each             | 20 Boxes          |                      |                         |
| 2. Fold Black Paper Clips (32MM)                    | Each             | 10 Boxes          |                      |                         |
| 3. Pen, Ball-Point, Black                           | Each             | 20                |                      |                         |
| 4. Durables Files 2579, Blue & Red                  | Each             | 20 Blue & 10 Red  |                      |                         |
| 5. Staples 26/6                                     | Each             | 5 Boxes           |                      |                         |
| 6. Highlighters Assorted Colours                    | Each             | 10                |                      |                         |
| 7. Stapler Giant                                    | Each             | 1                 |                      |                         |
| 8. Stapler Office Metal S17                         | Each             | 1                 |                      |                         |
| 9. Staples, Giant, 66/8                             | Each             | 5 Boxes           |                      |                         |
|   |                  |                   |                      |                         |
| SUPPLY AND DELIVERY PLACE GAUTENG:<br>PRETORIA: CGO |                  |                   |                      |                         |

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  
Tel

: Simon Motau  
: 012 406 1797

**Quotations must be submitted to the following email address:**  
**simon.motau@dpw.gov.za and 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.