



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 012 406 1248 Fax: 086 272 8850  
E-mail: [tshwarelo.ramoleta@dpw.gov.za](mailto:tshwarelo.ramoleta@dpw.gov.za) 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 : RFQ0310  
QUOTATION DESCRIPTION : **SUPPLY AND DELIVERY OF STATIONERY.**  
VALIDITY PERIOD : 84  
CLOSING TIME : 11:00AM  
CLOSING DATE : 08/11/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
<i>Cellotape 55x66</i>	ROLL	3		
<i>File durable 2579 A4</i>	EACH	250		
<i>A4 Medium weight file Economy range with flaps</i>	BOX	10		
<i>A4 Heavy weight file with flaps</i>	BOX	10		
<i>Fold back paper clips (32mm)</i>	BOX	10		
<i>Fold back paper clips (77mm)</i>	BOX	10		
<i>Glue stick 20g</i>	EACH	3		
<i>Highlighters Assorted colours</i>	EACH	50		
<i>Marker permanent Medium bullet point</i>	EACH	70		
<i>Pen ball-point,black</i>	EACH	60		
<i>Pencil Traditional HB</i>	EACH	60		
<i>Pop-up sign here</i>	EACH	50		
<i>Stick note self Adhesive 130mm x 85mm</i>	PAD	10		
<i>Stick note self Adhesive 51mm x 38mm</i>	PAD	10		
<b><i>The service provider should be located in Gauteng province for the scoring of specific goals points.</i></b>				

Please e-mail the completed quotation to

Enquiries

Tel

E-mail

: Public Works

: Corner Church and Bosman Street

: **Tshwarelo Ramoleta**

: **012 406 1248**

: [tshwarelo.ramoleta@dpw.gov.za](mailto:tshwarelo.ramoleta@dpw.gov.za)

**Quotations must be submitted to the following email address:**  
**[ndpwquotations@dpw.gov.za](mailto:ndpwquotations@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.**