



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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E-mail: keneuwe.mathatho@dpw.gov.za 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 : RFQ0182
QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 19/08/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1. CALCULATOR – 12 DIGITAL ELECTRONIC	EACH	1		
2. PENCIL TRADITIONAL HB	EACH	5		
3. FILE DURAPLUS A4 BLACK CLEAR FRONT POCKETS	EACH	10		
4. POP-UP SIGN HERE FLAGS 45MM X 12MM ASSORTED COLOURS	EACH	10		
5. FOLD BACK PAPER CLIPS 19MM	EACH	20		
6. PRESTIK 100G	EACH	05		
7. FOLD BACK PAPER CLIPS 32MM	EACH	20		
8. FOLD BACK PAPER CLIPS 77MM	EACH	20		
9. RULER CLEAR PLASTIC 30CM	EACH	4		
10. SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	EACH	4		

11. GEMCLIP/PAPER SILVER 30MM	EACH	4		
12. GEMCLIP/PAPER SILVER 50MM	EACH	4		
13. STAPPLER OFFCE METAL S17	EACH	4		
14. STAPLE REMOVER	EACH	4		
15. PEN, BLUE BALLPOINT PENTEL SUPERB	EACH	10		
16. STICK NOTES SELF ADHESIVE 130MM X 85MM ASSORTED COLOURS	EACH	10		
17. STICK NOTES SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS	EACH	20		
18. WRITING BOOK A4 HARDCOVER COUTER BOOK FEINT RULED 192 PAGES	EACH	4		
19. STICK NOTES SELF ADHESIVE 51MM X 38MM ASSORTED COLOURS	EACH	4		
20. GLUE STICK 40G	EACH	4		
21. PEN, BLACK BALLPOINT PENTEL SUPERB	EACH	10		
Only Suppliers with Proof of address from Gauteng Province will be allocated points for Location under specific goal.				

Enquiries
Contact
Tel
E-mail

: Keneuwe Mathatho
: 012 406 2199
: keneuwe.mathatho@dpw.gov.za

Quotations must be submitted to the following email address:
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.