



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 : RFQ0223  
QUOTATION DESCRIPTION : **SUPPLY AND DELIVERY OF STATIONERY.**  
VALIDITY PERIOD : 84  
CLOSING TIME : 11:00AM  
CLOSING DATE : 30/08/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
A4 BROWN ENVELOPES	EACH	150		
A3 BROWN ENVELOPES	EACH	100		
BROWN SELLOTAPES 50mm X48mm	EACH	20		
CLEAR SELLOTAPE 66mm X 48mm	EACH	20		
FOLD BACK PAPER CLIPS (19mm)	EACH	20		
FOLD BACK PAPER CLIPS (32mm)	EACH	20		
GLUE STICK 40g	EACH	5		
STICK NOTE SELF ADHESIVE 75mm X 70mm ASSORTED COLOURS	EACH	20		
<b>The service provider should be located in Gauteng province for the scoring of specific goals points.</b>				

Please e-mail the completed quotation to

Enquiries : Public Works  
Tel : Corner Church and Bosman Street  
E-mail : **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.