



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 : RFQ0273  
QUOTATION DESCRIPTION : **SUPPLY AND DELIVERY OF STATIONERY**  
VALIDITY PERIOD : 30  
CLOSING TIME : 11:00am  
CLOSING DATE : 13/10/2023

| DESCRIPTION  | UNIT OF PURCHASE | QUANTITY REQUIRED | UNIT COST ( INCL VAT) | TOTAL AMOUNT ( INCL VAT ) |
|--|------------------|-------------------|-----------------------|---------------------------|
| <i>10mm – 100 pages Thermal binding covers X80 units</i> | EACH             | 80                |                       |                           |
| <i>30mm – 300 pages Thermal binding covers X80 units</i> | EACH             | 80                |                       |                           |
| <i>40mm – 400 pages Thermal binding covers X80 units</i> | EACH             | 80                |                       |                           |
| <i>50mm – 500 pages Thermal binding covers X80 units</i> | EACH             | 80                |                       |                           |
| <i>Laminating pouch A4, 160 microns X 200 units</i>      | EACH             | 200               |                       |                           |

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.