



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

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 : RF223A0201
INVITATION DESCRIPTION : SUPPLY & DELIVERY OF STATIONERY

VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 22-08-2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<i>duraplus file</i>	<i>Each</i>	<i>60</i>		
<i>Filing pockets A4</i>	<i>packet</i>	<i>01</i>		
<i>Foldback paper clips 32mm</i>	<i>Each</i>	<i>30</i>		
<i>Foldback paper clips 19mm</i>	<i>Each</i>	<i>30</i>		
<i>Stapples 26/6</i>	<i>Box</i>	<i>10</i>		
<i>Stapler 26/6</i>	<i>Each</i>	<i>05</i>		

<i>Giant staples 66/8</i>	<i>box</i>	<i>02</i>		
<i>Staple remover</i>	<i>Each</i>	<i>10</i>		
<i>Paper clips 30mm</i>	<i>Box</i>	<i>05</i>		
<i>Paper clips 50mm</i>	<i>Box</i>	<i>05</i>		
<i>Glue stick 40g</i>	<i>Each</i>	<i>20</i>		
<i>Highlighters assorted colours</i>	<i>Each</i>	<i>40</i>		
<i>Black makers</i>	<i>Each</i>	<i>40</i>		
<i>Black pens</i>	<i>Each</i>	<i>30</i>		
<i>HB pencils</i>	<i>Each</i>	<i>20</i>		
<i>Pencil sharpeners</i>	<i>Each</i>	<i>10</i>		
<i>Sign her flags</i>	<i>Each</i>	<i>40</i>		

Scicssors 215mm SC3008A	Each	20		
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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	: Portia Moipolai
Tel	: 012 406 1812

Quotations must be submitted to the following email address:
portia.moipolai@dpw.gov.za or 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.