



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 2199 Fax: 086 272 8850
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 : RFQ0392
QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 27/01/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
Calculator 12 digit electronic	EACH	03		
Cellotape 55mmX66mm	ROLL	05		
Pencil eraser	EACH	10		
File duraplus A4 with clear front pockets (50 blue files, 50 red files, 30 yellow files)	EACH	130		
File divider A4 10 tabs multi punched	SET	50		
Filing pockets A4 plastic binding edge multi punched	PACKET	05		
Fold back paper clips (19mm)	BOX	10		
Fold back paper clips (32mm)	BOX	10		
Gemclip/paper silver 30mm	BOX	10		
Gemclip/paper silver 50mm	BOX	10		
Glue all purpose clear adhesive glue 25ml	EACH	02		
Glue stick 20g	EACH	20		
Memo cube refills assorted colours	CUBE	20		
Black permanent marker	EACH	10		

Crystal ball pen black	EACH	30		
HB pencil	EACH	30		
Pencil sharpner (s/steel)	EACH	10		
Pop up sign here flags (45mm X 12mm)	EACH	10		
Post it tape flag assorted colours	EACH	30		
Writing book A4 hardcover feint ruled 192 pages	EACH	10		
Writing A5 shorthand notebook	EACH	10		
Examination pad A4 100 sheets	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.