



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](mailto:keneuwe.mathatho@dpw.gov.za) website: [www.publicworks.gov.za](http://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 : RFQ0179**  
**QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY**  
**VALIDITY PERIOD : 84 Days**  
**CLOSING TIME : 11:00**  
**CLOSING DATE : 16/08/2024**

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
STAPLER: RAPID STAPLER 17	EACH	04		
PENFLEX HIGHLIGHTER PACK	PACK OF 6	04 PACKS		
FILE DURABLE FOLDER 2579 WITH POCKET A4 BLACK	EACH	100		
SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	EACH	04		
STICK NOTES SELF ADHESIVE 130MM X 85MM ASSORTED COLOURS	EACH	12		
STICK NOTES SELF ADHESIVE 51MM X 38MM ASSORTED COLOURS	EACH	12		
STICK NOTES SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS	EACH	12		
WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES	EACH	24		
BIG DESK PENCIL SHARPNER	EACH	01		

**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](mailto:keneuwe.mathatho@dpw.gov.za)**

**Quotations must be submitted to the following email address:**  
**[ndpwquotations@dpw.gov.za](mailto: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.**