



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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E-mail: siphokazi.mapeyi@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 : RFQ177A0331
QUOTATION DESCRIPTION : Supply and Delivery of Stationery
VALIDITY PERIOD : 84 days
CLOSING TIME : 11:00
CLOSING DATE : 09/12/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1. A4 Lever arch file with all colours	BOX	5		
2. Punch, office paper 2-hole adjuster	EACH	1		
3. Stapler office metal S17	EACH	3		
4. Scissor assorted colours	EACH	2		
5. Pen Ball-point Black	EACH	40		
6. Pen Ball-point Red	EACH	10		
7. Punch, paper 2-hole heavy duty paper adjuster	EACH	1		
8. Glue stick 40g	Pack of 5	3		
9. Pencil traditional	EACH	10		
10. Staples 26/6	BOX	8		
11. Staple remover	EACH	2		
12. Highlighters assorted colours	EACH	8		
13. Pop-up sign here flag	EACH	20		

14. Prestik 100g	EACH	10		
15. Pencil Sharpener	EACH	3		
16. Writing book A4 hardcover counter book 192 pages	EACH	20		
17. Dura-plus A4 with clear front pocket.	BOX	8		
18. Eraser pencil in sleeve	EACH	5		
THE DELIVERY WILL BE AT PRETORIA				

Please e-mail the completed quotation to

Enquiries
Tel
E-mail

: Public Works
: Corner Church and Bosman Street
: **Siphokazi Mapeyi**
: **012 406 1854**
: Siphokazi.Mapeyi@dpw.gov.za

Quotations must be submitted to the following email address: 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.