



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 : RFQ0179**  
**QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY**  
**VALIDITY PERIOD : 84 Days**  
**CLOSING TIME : 11:00**  
**CLOSING DATE : 05/08/2024**

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 75MM X 70MM 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		
Only Suppliers with Proof of address from Gauteng Province will be allocated points for Location under specific goal.				

**Enquiries  
Contact**

**: Keneuwe Mathatho**

Tel : 012 406 2199  
E-mail : [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.