



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1798 Fax: 321-0517  
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	: RFQ244A0273
INVITATION DESCRIPTION	: Supply and delivery of Stationery
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 14/10/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY.				
Three Tier WiireMesh Tray Set	03	03		
Deli Mesh Desk Organiser	04	04		
Durable A4 Folder Files (Blue)	200	200		
Pop up Flags	10	10		

Heavy Duty Stapler	01	01		
Claro Trion Black Pens	100	100		
Staples Gaint 66/8	25	251		

**SUPPLIER LOCATION MUST BE GAUTENG PROVINCE FOR AWARDING OF POINTS.**

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	: Comfort Mosena
Tel	: 012 406 1798

**Quotations must be submitted to the following email address:**  
**comfort.mosena@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.