



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 : RFQ0309
QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 29/10/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
STAPLER (SMALL 26/6)	EACH	2		
STAPLES (SMALL 26/6)	Box	10		
PUNCHER DOUBLE HOLE	EACH	1		
A4 NOTEBOOKS	EACH	4		
PENCILS LED	BOX	10		
PENS (BLACK)	BOX	10		
WHITE BOARD MARKERS (BLACK, RED GREEN) 05 FOR EACH COLOUR	EACH	15		
SCISSORS 200MM	EACH	2		
SUBMISSION FILE FOLDERS (BLUE, RED, YELLOW) DURABLE 2579 10 PER BOX, 3 BOXES EACH COLOUR	BOX	9		
HIGHLIGHTER (BLUE, LIME, GREEN) 10 PER BOX, 3 BOXES EACH COLOUR	BOX	9		
PAPER CLIPS 28 MM	EACH	100 CLIPS		

COLOUR FILE DIVIDERS (PLAIN)	EACH	100		
STAPLES REMOVER	EACH	2		
POCKET FILES	EACH	100		
RULERS PLASTIC	EACH	5		
PENCIL SHARPENER DOUBLE WITH CANISTER	EACH	5		
POST IT STICKY FILM INDEX MARKER 44MM X 12MM 5 COLOURS EACH PACK	Pack of 5	200		
POST IT SIGN HERE STICKERS 44MM X 12MM 5 COLOURS EACH PACK	Pack of 5	200		
MIXED CUBE COLOURED NOTE PAPER 75 X 75 MM	Pack of 5	500		
PRIT STICK	EACH	10		
STICKY NOTES (DIFFERENT COLOURS) 75 X 75 MM	Pack of 5	100		
SELF ADHESIVE NOTES 38 MM X 51 MM (DIFFERENT COLOURS)	Pack of 5	100		
BROWN TAPE 12MM WIDTH, 50 METERS	EACH	5		
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.