



public works
& infrastructure

Department:

Public Works and Infrastructure

REPUBLIC OF SOUTH AFRICA

ADDENDUM FOR QUOTATION NO: PLKQ024/81

**TENDER DESCRIPTION: INVITATION FOR
QUOTATION TO PURCHASE STATIONERY
FOR HUMAN RESOURCE.**

**KINDLY NOTE THAT THE QUANTITY HEAVY
DUTY STAPLER AND FLIP CHART STAND HAS
BEEN AMENDED.**

**THE CLOSING DATE FOR THE QUOTATION
REMAINS THE SAME, ON**

THE 09 SEPTEMBER 2024

**NB: DPWI POLOKWANE REGIONAL
OFFICE, APOLOGISES FOR ANY
INCONVENIENCE CAUSED.**

TERMS OF REFERENCE/ SPECIFICATIONS

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Project Description: INVITATION FOR QUOTATION TO PURCHASE STATIONERY FOR HUMAN RESOURCE

ITEM	SIZE	QUANTITY	UNIT PRICE	TOTAL PRICE
BLACK PEN (PILOT)		8 boxes		
RED PENS (PILOT)		8 boxes		
BLUE PENS (PILOT)		8 boxes		
PENCILS (CROXLEY /HB)		8 boxes		
STICKY PAD NOTES (PASTEL & FLUORESCENT)	76MM×76MM	8		
CUBE REFILL (WHITE PAPER)	100×100MM	8		
HIGHLIGHTERS		8 packs		
BLACK PERMANENT MARKER		8boxes		
RED PERMANENT MARKER		8 boxes		
BLUE PERMANENT MARKER		8 boxes		
Brown files (Z20 3-fold folder)	180Gm	250		
GLUE STICK (PRITT)	43g	8		
STAEDLER ERASER	137×11×15mm	2 boxes		
RULER	30cm	8		
SHARPENER	Standard	8		
CLUTCH PENCILS		1 box		
BOSTIK	100g	10		
SCISSORS	160mm	8 pcs		
NOTEBOOK (FEINT & MARGIN)	A4 2 quire	15		
SUBMISSION FILES WITH POCKETS	A4 Quotation folders	250		
STAPLER	Standard	8		
HEAVY DUTY STAPLER		1		
PUNCHER TWO HOLE	Standard	3		
HEAVY DUTY PUNCHER (TWO HOLE)		3		
HEAVY DUTY PUNCHER (ONE HOLE)		3		
STAPLE REMOVER		8		



CLEAR SELLOTAPE	48mm×50m	6		
CLEAR SELLOTAPE	18mm×50m	8		
CLEAR SELLOTAPE	24mm×66mm	2		
STICKY TABS PAGE MARKERS		6		
METAL BINDER CLIPS		200pcs		
LARGE SIZE PAPER CLIPS		8 boxes		
ARC LEVER FILES	Standard	10 boxes		
RUBBER BAND	Thick	10 boxes		
RUBBER BAND	Thin	2 boxes		
PAPER BINDERS	76mm	2		
PAPER BINDERS	38mm	2		
TIDY FILES	A4	100		
BROWN SELLOTAPE	48mm×50m	2		
COUNTER BOOK	A4 192 2 quire	10		
SIGN HERE FLAGS		8 PACKS		
STAINLESS STEEL SOFT BOARD PINS(MULTICOLOUR)		2 boxes		
MASH TRAY (SILVER)		1		
CALCULATOR (SHARP EL-334WB)		4		
PAPER CLIPS	Standard	8 boxes		
GIANT STAPLES		8 boxes		
FLIP CHART STAND		1		
FLIP CHARTS		3		
STAPLES	Standard	20 boxes		
Total				
Vat 15%				
Grant total:				
Grant total in words:				