



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.

| DESCRIPTION | |
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| 1. | Provide 200 bags and 200 boxes monthly for recycling waste paper, if more bags are needed for that month the Department will request additional boxes at no extra charges to the Department. |
| 2. | Provide guidance in terms of sorting waste paper according to colour e.g. Magazines, newspapers, old journals /books, file covers, etc. and extra bags should be made available for sorted materials. |
| 3. | Pick –up hours for collection should be between 08:00-15:00 once a week / or the Department will arrange for collection once the bags are full. |
| 4. | The supplier must bring the scale during the collection at NDPWI premises to ensure accurate information (weight, volume) is provided to client (NDPW) |
| 5. | Contact person must be established to liase with the Department in terms of the collection arrangements and supply of bags/boxes. |
| 6. | Collection must be done within 24 hours upon receiving a collection request. |
| 7. | Payment to the Department must be done within 30 days of the collection. Supplier should make sure that all equipment's and stationery supplied to NDPWI meet the OHS&S safety standards NB. Bags and boxes should be supplied the Department at no charge |
| 8. | The contract between DPW and the supplier will be for 2 years. |
| 9. | Charges: - Service provider must state pricing per kg to be paid to the Department after Collection. |
| 10. | The service provider monthly report on Weight, volume or number of bags collected. |

All enquiries regarding this project must be referred to Thembi Makama 012 406 1490/ 082 957 4662
email: Thembi.makama@dpw.gov.za ; Obakeng Ramolobeng 012 406 1794 or Esaya Rex 012 406 1492