



Water & Sanitation

Department: Construction East
Water & Sanitation
REPUBLIC OF SOUTH AFRICA

Request for Quotation

Item	Description	QTY
	SUPPLY OF STATIONERY AT MIDMAR ACCESS ROAD NEAR HOWICK IN THE KZN PROVINCE Ref: UE-14	
Items description:		
STATIONERY:		
1.	Ball point black ink (box of 25)	3 Boxes
2.	Ball point red ink (box of 25)	1 Box
3.	Staples 26"	5 Boxes
4.	Stapler	4 Each
5.	Puncher	2 Each
6.	Lever Arch Files	15 Each
7.	Staples Heavy Duty	3 Boxes
8.	Staple remover	5 Each
9.	White board markers non-permanent	2 Pack
10.	White board cleaner	2 Each
11.	Permanent markers	10 Each
12.	Pencil	6 Each
13.	Exam pads	8 Each
14.	Paper clips 33mm	4 Boxes
15.	Paper clips 50mm	2 Boxes
16.	Paper clips 78mm	1 Box
17.	Sticky notes	4 Each
18.	Ruler	2 Each
19.	Eraser	10 Each
20.	Finger cones	2 Packs
21.	Folding files	5 Packs
22.	Foldback clips 25mm	2 Boxes
23.	Foldback clips 32mm	2 Boxes
24.	Foldback clips 41mm	10 Boxes
25.	Foldback clips 51mm	6 Boxes
26.	Scissors	8 Each
27.	Calculator	2 Each
28.	Paper Memo cube	5 Each

29.	DC Fix roll	5 Rolls
30.	Big clear sellotape	5 Rolls
31.	Rubber bands 100g	5Pkts
32.	Highlighter	5 Each
33.	Page marker flags	6 Boxes
34.	Post-it Assorted Sticky Note, 4X35 Notes per Pad, 43.1mm x 11.9mm	10Pkts

Closing Date and Time:

14th of October 2026 @ 11:00 AM

Contact Person: End-user:

Mr. B Shabalala– 060 980 6204