



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1812 Fax: 321-0517
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 : RFQ: 101A0016
INVITATION DESCRIPTION : PROCUREMENT OF STATIONERY
VALIDITY PERIOD : 84
CLOSING TIME : 11:00
CLOSING DATE : 28/04/2026

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1. File Divider Plain (Polypropylene paper- Assorted colours)	Pack	1000		
2. Glue stick 43g	Each	50		
3. Arch Lever Files PVC A4 two holes 70-75mm (Black=50) (Red=50)	Each	100		
4. Arch Lever Files Small PVC A4 two holes 40-50mm (Black=50)(Red=50)	Each	100		
5. Pen triangular fine Black (0.7mm)	Each	100		
6. Pen triangular fine Red (0.7mm)	Each	100		
7. Post it notes (51mm)	Units	80		
8. Post it notes (76mm)	units	50		
9. Paper Binders steel(19mm)	Box	100		
10. Paper Binders steel (25mm)	Box	100		
11. Paper Binders steel (50mm)	Box	100		
12. Paper Binder steel (75mm)	Box	100		
13. Lead Pencils	Each	50		
14. Finger Tips Yellow (2.0cm/078in)	Each	30		
15. Ruler Plastic	Each	30		
16. Rubber	Each	50		
17. Calculator Two Power	Each	20		
18. White Board Markers Black	Each	15		
19. White Board Dust (900x600mm)	Each	2		
20. Screen cleaning Kit	Each	22		
<i>The service provider should be located in Gauteng Province for scoring of specific goals.</i>				

SUPPLY AND DELIVERY PLACE GAUTENG: PRETORIA: CGO				
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Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

Enquiries : Public Works
 Tel : Corner Vermeulen and Bosman Street
 : Pretoria
 : Dineo Nthathe
 : 012 492 2146

Quotations must be submitted to the following email address:
dineo.nthathe@dpw.gov.za and 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.