



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: 101A0373
INVITATION DESCRIPTION	: PROCUREMENT OF STATIONERY
VALIDITY PERIOD	: 84
CLOSING TIME	: 11:00
CLOSING DATE	: 24/01/2025

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
STATIONERY:				
CELLOTAPE 55 X 66	ROLL	35		
ERASER, PENCIL; IN A SLEEVE	EACH	30		
FILE DIVIDER A4 5 TABS (BRIGHT SOLID COLOURS) MULTI PUNCHED	SET	30		
FINGER CONES VARIOUS SIZES	BOX	3		
GLUE STICK 20G	EACH	35		
HIGHLIGHTERS ASSORTED COLOURS	EACH	50		
INK ENDORSING RED / BLACK 30 ML	EACH	10		
LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM	EACH	100		
LEVER ARCH PVC WHITE CREATE A COVER CLEAR POCKET 2D RING BINDER	EACH	100		
MEMO CUBE REFILLS 800 BOND SHEETS ASSORTED COLOURS	CUBE	10		
MARKER PERMANENT MEDIUM BULLET POINT	EACH	20		
PEN, BALL-POINT , RED	EACH	10		

PEN, BALL-POINT , BLACK	EACH	100		
PENCIL TRADITIONAL HB	EACH	100		
PENCIL SHARPENER METAL ONE HOLE WEDGE SHAPE	EACH	30		
POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	EACH	50		
PRESTIK 100G	EACH	20		
RUBBER BANDS, ASSORTMENT	PACKET	30		
RULER CLEAR PLASTIC 30CM	EACH	30		
SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	EACH	15		
STAPLER OFFICE METAL S17	EACH	30		
STAPLES 26/6	BOX	10		
STAPLE REMOVER	EACH	30		
STAPLE REMOVER FOR GIANT STAPLES	EACH	10		
STICK NOTE SELF ADHESIVE 130MM X 85MM ASSORTED COLOURS	PAD	20		
STICK NOTE SELF ADHESIVE 51MM X 38MM ASSORTED COLOURS	PAD	20		
STICK NOTE SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS	PAD	20		
TAPE, CELLOTAPE, ASSORTED COLOURS 18MM X 66M	EACH	10		
TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS	EACH	30		
WHITEBOARD BOARD, MARKER ASSORTED COLOURS, MEDIUM BULLET POINT	EACH	30		
WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES	EACH	20		
TOTAL				
<i>SUPPLY AND DELIVERY PLACE GAUTENG: PRETORIA: CGO A427</i>				

Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

Enquiries
Tel

: Public Works
: Corner Vermeulen and Bosman Street
: Pretoria
: Simon Motau
: 012 406 1797

Quotations must be submitted to the following email address:
simon.motau@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.