



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 012 406 1901 Fax: 086 272 8850  
E-mail: [siphokazi.mapeyi@dpw.gov.za](mailto:siphokazi.mapeyi@dpw.gov.za) website: [www.publicworks.gov.za](http://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** : RFQ106A0293  
**QUOTATION DESCRIPTION** : Supply and Delivery of Stationery  
**VALIDITY PERIOD** : 84 days  
**CLOSING TIME** : 11:00  
**CLOSING DATE** : 22/10/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<i>Black Ballpoint pens (60 per box)</i>	Box	2		
Red Ballpoint pens (60 per box)	Box	1		
Staplers standard 200	Each	5		
Scissors Standard size	Each	6		
Staple remover SR-45	Each	5		
Staples 26/6 5m	Each	5		
Glue stick 43gx5	Each	2		
Wood free pencils (8 per pack)	Pack	1		
Sign here pop-up flags 44x12mm	Each	5		
Sticky notes 75x75mm (5 per pack)	Pack	6		
Stick n pop 44x12mm	Each	5		
Memo cube paper (120 sheet)	Each	2		

Bostik 100g	Each	2		
12 Highlighter 1mm-5mm	Box	2		
Black A4 Arch lever files(10 per pack)	Pack	1		
Black duraplus files (25 per box)	Box	2		
Blue duraplus files (25 per box)	Box	1		
Note books A4 192pages	Each	10		
Clear Sellotape 12mm (12's per pack)	Pack	1		
Clear Sellotape 48mmx50m	Each	3		
Pencil Eraser (20 pieces per box)	Box	1		
Envelopes A4 Brown (50 per box)	Box	2		
<b>THE DELIVERY WILL BE AT PRETORIA</b>				

Please e-mail the completed quotation to

Enquiries

Tel

E-mail

: Public Works  
: Corner Church and Bosman Street  
: **Siphokazi Mapeyi**  
: **012 406 1854**  
: [Siphokazi.Mapeyi@dpw.gov.za](mailto:Siphokazi.Mapeyi@dpw.gov.za)

**Quotations must be submitted to the following email address: [ndpwquotations@dpw.gov.za](mailto:ndpwquotations@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.