



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 1800 Fax: 086 272 8850
E-mail: mannukoana.ramotheba@dpw.gov.za 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 : RFQ110A0244
QUOTATION DESCRIPTION : REQUEST FOR STATIONERY
VALIDITY PERIOD : 84
CLOSING TIME : 11:00
CLOSING DATE : 05/09/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
Rubber Bands 38	Packet	7		
Scissors Assorted Colours 170mm Stainless Street Blade	Each	7		
Stapler Office Metal S17	Each	7		
Staples 26/6	Box	7		
Staples Giant 66/8	Box	7		
Stick note self adhesive 130mmx85mm Assorted colours	Pad	7		
Stick note self adhesive 51mmx38mm Assorted colours	Pad	7		
Stick note self adhesive 75mmx70mm Assorted colours	Pad	7		

Writing Book A4 Hardcover Counter Book Feint Ruled 192 pages	Each	7		
Sellotape 55 x 66	Roll	7		
File Duraplus A4 with clear front pockets	Each	40		
A4 Heavy weight file with flaps	Box	200		
Gemclip/paper silver 50mm	Box	7		
Highlighters assorted colours	Each	14		
Paper binder steel 25mm	Box	140		
Paper binder steel 51mm	Box	140		
Pen, ball-point – red	Each	7		
Pen, ball-point – black	Each	20		
Only Suppliers with Proof of address from Gauteng Province will be allocated points for Location under specific goal.				

Please e-mail the completed quotation to

	: Public Works
	: Corner Church and Bosman Street
Enquiries	: Mannukoana Ramotheba
Tel	: 012 406 1800
E-mail	: mannukoana.ramotheba@dpw.gov.za

Quotations must be submitted to the following email address:
Mannukoana.ramotheba@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.