



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 1455 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 : RFQ110A0506
QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY
VALIDITY PERIOD : 84
CLOSING TIME : 11:00
CLOSING DATE : 27/02/2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
Writing pads - A4	Each	50		
Staples - 26/6	Box	10		
Stapler - 26/6, 24/6 staples	Each	10		
80mm file fasteners (50)	Box	10		
Correction pen - 7ml	Each	12		
Black pen	Each	60		
Red pen	Each	30		
Calculator	Each	6		
Eraser	Each	10		
Highlighters - blue	Each	8		
Highlighters - green	Each	8		

Highlighters - yellow	Each	8		
Highlighters - orange	Each	8		
Staple remover	Each	10		
Ruler - 30cm	Each	6		
Glue stick - 22g	Each	10		
File cover duraplus A4 (blue) – durable 2579	Each	30		

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.