



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

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E-mail: [mannukoana.ramotheba@dpw.gov.za](mailto:mannukoana.ramotheba@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.**

|                              |  |
|------------------------------|--|
| <b>QUOTATION NO</b>          | <b>:</b> RFQ110A0506                       |
| <b>QUOTATION DESCRIPTION</b> | <b>: SUPPLY AND DELIVERY OF STATIONERY</b> |
| <b>VALIDITY PERIOD</b>       | <b>: 84</b>                                |
| <b>CLOSING TIME</b>          | <b>: 11:00</b>                             |
| <b>CLOSING DATE</b>          | <b>: 10/02/2026</b>                        |

| <b>DESCRIPTION</b>  | <b>UNIT OF PURCHASE</b> | <b>QUANTITY REQUIRED</b> | <b>UNIT COST (INCL VAT)</b> | <b>TOTAL AMOUNT (INCL VAT)</b> |
|---------------------|-------------------------|--------------------------|-----------------------------|--------------------------------|
| Writing pads        | Each                    | 50                       |                             |                                |
| Staples 26/6        | Box                     | 10                       |                             |                                |
| Stapler             | Each                    | 10                       |                             |                                |
| 80mm file fasteners | Box                     | 10                       |                             |                                |
| Correction pen, 7ml | Each                    | 12                       |                             |                                |
| Black pen           | Each                    | 60                       |                             |                                |
| Red pen             | Each                    | 30                       |                             |                                |
| Calculator          | Each                    | 6                        |                             |                                |
| Eraser              | Each                    | 10                       |                             |                                |
| Highlighters        | Each                    | 32                       |                             |                                |
| Staple remover      | Each                    | 10                       |                             |                                |

|                               |      |    |  |  |
|-------------------------------|------|----|--|--|
| Ruler                         | Each | 6  |  |  |
| Glue stick                    | Each | 10 |  |  |
| File cover duraplus A4 (blue) | Each | 30 |  |  |
| 50 file fasteners (80mm)      | Box  | 10 |  |  |

**Please e-mail the completed quotation to**

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

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