



public works  
& infrastructure

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

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1036 Fax: 321-0517  
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	: RFQ115A0012
INVITATION DESCRIPTION	: STATIONERY
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 19/05/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<b>REQUEST FOR QUOTATION FOR STATIONERY</b>				
1. Paper clips 19mm,	Box of 100	15		
2. Paper clips 33mm	Box of 100	15		
3. Paper clips 50mm	Box of 100	15		
4. Binder clips 19mm	Box of 100	15		
5. Binder clips 25mm	Box of 100	15		
6. Binder clips 32mm	Box of 100	5		
7. 40g Glue stick	Each	30		
8. Scissors, 177mm	Each	10		

9. Pen ball-point black	Box of 30	5		
10. Pen ball-point blue	Box of 30	1		
11. Pencils	Box of 30	1		
12. Giant stapler, 100 heavy duty sheets stapler	Each	1		
13. 2 Hole giant puncher, 300 sheet puncher	Each	1		
14. Exam pad sheet (100), A4 punched 5 pads	Each	50		
15. Tape flag assorted colours, 43x12mm 100 sheets	Each	20		
16. flag sign here, 45x12mm 5 pads,	Each	40		
17. Highlighters blue, green, pink (8 each)	Each	24		
18. Urgent sticker, 14mmx40mm	Box	250		
19. Memo cube refill 800 assorted colours, 500 sheets, 100x100mm	Each	4		
<u>DELIVERY ADDRESS</u> CGO BUILDING 256 MADIBA STREET PRETORIA				
<b>TOTAL PRICE</b>				

**SUPPLIER LOCATION MUST BE GAUTENG PROVINCE FOR ALLOCATION OF POINTS**

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

Enquiries : Public Works  
Tel : Corner Vermeulen and Bosman Street  
: Pretoria  
: Veronica Tshokwe  
: 012 406 1036

Quotations must be submitted to the following email address:  
[Veronica.Tshokwe@dpw.gov.za](mailto:Veronica.Tshokwe@dpw.gov.za) or [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.