



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1812 Fax: 321-0517
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	: RFQ115A0012
INVITATION DESCRIPTION	: STATIONERY
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 23/04/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY				
1. Paper clips 19mm	Box	15		
2. Paper clips 33mm	Box	15		
3. Paper clips 50mm	Box	15		
4. Binder clips 19mm	Box	15		
5. Binder clips 25mm	Box	15		
6. Binder clips 32mm	Box	5		
7. Glue stick	Ea	20		
8. Scissors -5 medium -5 large	Ea	10		

9. File cover brown: Departmental brown file A4	Ea	40		
10. Pen ball-point black	Box of 30	5		
11. Pen ball-point blue	Box of 30	1		
12. Pencils	Box of 30	1		
13. Giant stapler	Ea	2		
14. 2 Hole giant puncher	Ea	1		
15. 1 Hole giant puncher	Ea	1		
16. Exam pad sheet (50)	Box of 50	1		
17. Post it tape flag assorted colours	Ea	20		
18. Post it flag sign here	Ea	40		
19. Highlighters blue,green,pink	Ea	8		
20. Urgent sticker	Pkt	2		
21. Memo cube refill 800 assorted colours	Ea	4		
<u>DELIVERY ADDRESS</u> CGO BUILDING 256 MADIBA STREET PRETORIA				
TOTAL PRICE				

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
Tel

: Public Works
: 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 or ndpwquotatons@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.