



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

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	: RFQ117A0474
INVITATION DESCRIPTION	: STATIONERY
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 21/01/2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY				
<i>File Duraplus red</i>	<i>Ea</i>	<i>50</i>		
<i>File Duraplus yellow</i>	<i>Ea</i>	<i>10</i>		
<i>File Duraplus blue</i>	<i>Ea</i>	<i>30</i>		
<i>Fold back paper clips wave 77mm</i>	<i>Ea</i>	<i>15</i>		
<i>Glue stick 40g box of 24</i>	<i>Box</i>	<i>1</i>		
<i>Highlighters assorted colours</i>	<i>Ea</i>	<i>6</i>		
<i>Lever Arch files A4 mechanism 75mm (black)</i>	<i>Ea</i>	<i>12</i>		
<i>Pen black box of 60</i>	<i>Box</i>	<i>1</i>		

Pencil	<i>Ea</i>	60		
Sign here flags 45mm x 12mm	<i>Ea</i>	4		
Writing examination pad A4 100 sheets punched	<i>Ea</i>	6		
Pen blue	<i>Ea</i>	8		
Scissors 21cm	<i>Ea</i>	3		
Staples 26/6	<i>Ea</i>	10		
Staple remover big	<i>Ea</i>	1		
Staple remover small	<i>Ea</i>	3		
Coloured paper cube refill 100mm x 100mm	<i>Ea</i>	5		
Clear sello tape 12mm x 66mm	<i>Ea</i>	1		
<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 : 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 or 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.