



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

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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 : RFQ 0407  
QUOTATION DESCRIPTION : Supply and Delivery of Stationery  
VALIDITY PERIOD : 84 days  
CLOSING TIME : 11:00  
CLOSING DATE : 07/03/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
<i>Plastic Ruler 30 cm</i>	Each	4		
<i>Scissor 210 MM</i>	Each	4		
<i>Gel Pens</i>	1 Box	1		
<i>2 Quires office Mate Feint &amp; Margine</i>	Each	5		
<i>Glue stick</i>	Each	6		
<i>Sign-here- Stickers</i>	Each	2		
<i>M420 wire mesh metal cube, clip &amp; pen holder</i>	Each	2		
<i>Rubber</i>	Each	10		
<i>Calculator</i>	Each	2		
<i>Traditional Pencil</i>	Each	20		
<i>Highlighters</i>	Boxes	4		
<i>Staplers</i>	Each	2		

<b>White Board Markers Red and Black</b>	<b>Each</b>	<b>6</b>		
<b>Durable Quotation File Blue and red</b>	<b>Pack</b>	<b>2 pack each colour</b>		
<b>Delivery Place: Gauteng Province</b>				

Please e-mail the completed quotation to

Enquiries	: Public Works
Tel	: Corner Church and Bosman Street
E-mail	: <b>Tryphina Rachoene</b>
	: <b>012 406 1901</b>
	: <a href="mailto:Tryphina.Rachoene@dpw.gov.za">Tryphina.Rachoene@dpw.gov.za</a>

**Quotations must be submitted to the following email address:**  
[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.