



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 : RFQ120A0395
INVITATION DESCRIPTION : STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 16/01/2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY				
<i>Pen,ballpoint black</i>	<i>Box of 30</i>	<i>2</i>		
<i>Pen,ballpoint blue</i>	<i>Box of 30</i>	<i>1</i>		
<i>Pen,ballpoint red</i>	<i>Box of 30</i>	<i>1</i>		
<i>File divider A4 10 tabs (bright solid colours) multi-punched</i>	<i>Box</i>	<i>12</i>		
<i>Marker permanent</i>	<i>Ea</i>	<i>4</i>		
<i>Pencil traditional HB</i>	<i>Ea</i>	<i>20</i>		
<i>Pencil sharpner metal one hole wedge shape</i>	<i>Ea</i>	<i>10</i>		
<i>Pencil eraser</i>	<i>Box of 10</i>	<i>1</i>		

<i>Pencil clutch mechanical 0.5mm lead non slip rubber barrel</i>	<i>Ea</i>	10		
<i>Pencil lead</i>	<i>Tube</i>	10		
<i>4 quire book</i>	<i>Ea</i>	10		
<i>2 quire book</i>	<i>Ea</i>	6		
<i>Short hand note book</i>	<i>Ea</i>	10		
<i>Scissor assorted colours 170mm</i>	<i>Ea</i>	4		
<i>Ruler clear plastic 30cm</i>	<i>Ea</i>	10		
<i>Black square punch steel desk tray</i>	<i>Ea</i>	2		
<i>Stick note self adhesive 77mmx70mm</i>	<i>Box</i>	10		
<i>Highlighter assorted colours</i>	<i>Ea</i>	30		
<i>Foldback paper clip 19mm</i>	<i>Box</i>	20		
<i>Foldback paper clip 32mm</i>	<i>Box</i>	20		
<i>Foldback paper clip 77mm</i>	<i>Box</i>	20		
<i>Gem clip paper silver 30mm</i>	<i>Box</i>	10		
<i>Gem clip paper silver 50mm</i>	<i>Box</i>	10		
<i>Glue stick 40g</i>	<i>Ea</i>	4		
<i>Prestik 100g</i>	<i>Ea</i>	2		
<i>Refuse bag 910mmx760</i>	<i>Ea</i>	2		
<i>Calculator-12 digit electronic</i>	<i>Ea</i>	1		
<i>Lever arch file A4 pvc assorted colours</i>	<i>Ea</i>	30		
<i>File duraplus A4 with clear front pocket various colours</i>	<i>Ea</i>	400		
<i>A4 heavy weight file with flaps yellow</i>	<i>Box</i>	1		
<i>Stapler office metal</i>	<i>Ea</i>	2		
<i>Stapler remover</i>	<i>Ea</i>	8		

Staples 23/6-23/17	Box	1		
Heavy duty giant stapler • Loading capacity : 100 staples	Ea	1		
Heavy duty giant staples • Stapling capacity:140 sheets	Box	1		
Heavy duty staple remover	Ea	1		
Punch office paper twohole metal paper adjuster, punch 30 sheets	Ea	2		
Punch paper wo hole heavy duty paper adjuster, punch 72 sheets	Ea	1		
Envelop A3	Ea	5		
Envelop A4	Ea	25		
Pop-up sign here flags 45mm x 12mm assorted colours	Ea	10		
Tape flag assorted colours 25.4mm x 43.2mm	Ea	50		
Cellotape clear 13mm x 66mm	Ea	4		
Cellotape 18mm x 66mm	Ea	2		
Pocket sleeve	Ea	3		
<u>DELIVERY ADDRESS</u> CGO CORNER VERMEULEN AND BOSMAN 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.