



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:  
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 : RFQ125A0104  
INVITATION DESCRIPTION : STATIONERY  
VALIDITY PERIOD : 84 Days  
CLOSING TIME : 11:00  
CLOSING DATE : 17/06/2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<b>REQUEST FOR QUOTATION FOR STATIONERY</b>				
1. <i>Clipboard A4 thin, rigid board with a clip for holding paper, often used as a portable writing surface</i>	ea	10		
2. <i>Correction tape 5mm x8m</i>	ea	5		
3. <i>Correction fluid pen type metal tip multi purpose 12mm</i>	ea	5		
4. <i>Glue stick 40gram (glue)</i>	ea	20		
5. <i>Fineliner pen (black)</i>	ea	20		
6. <i>Fineliner pen (red)</i>	ea	20		
7. <i>Fineliner pen (blue)</i>	ea	20		

8. Fineliner pen (green)	ea	20		
9. Fold back clips (19mm)	box	25		
10. Fold back clips (32mm)	box	25		
11. Fold back clips (51mm)	box	10		
12. Sticky notes (2,54cm x 4,32cm)	ea	10		
13. Sticky notes (7,6cm x 7,6cm)	ea	10		
14. Highlighter (orange/pink)	ea	20		
15. Permanent markers (black)	ea	20		
16. Laminating pouches A4 150 mic 100 pcs	pack	2		
17. Ball point pen (black)	ea	50		
18. Ball point pen (blue)	ea	50		
19. Ball point pen (red)	ea	50		
20. Lever arch files large 80mm-100mm width	ea	40		
21. Lever arch files slim narrow 40mm- 50mm	ea	20		
<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  
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 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.