



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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E-mail: Phuti.Mahlanya@dpw.gov.za 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 : RFQ129A0495
QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY
VALIDITY PERIOD : 84 DAYS
CLOSING TIME : 11:00
CLOSING DATE : 13/02/2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1.Binding covers A4 Frosted Sheets	Packet (100 units inside)	20		
2.Binding Element 45MM (black) (100 elements in a box	Box	2		
3.Binding Element 51MM (black) (100 elements in a box	Box	2		
4.File Duraplus A4 Blue Colour	Box	10		
5.File Duraplus A4 Red Colour	Box	5		

6.Fold Back Paper Clips (19MM)	12 Boxes in Box	5		
7.Fold Back Paper Clips (51MM)	Box	5		
8.Fold Back Paper Clips (77MM)	Box	5		
9.Gem Clip/Paper silver 50mm	Box	5		
10.Glue Stick 22G	Each	60		
11.Highlighters assorted Colours	Each	50		
12.Marker Permanent medium bullet point	Each	30		
13.White board marker black	Each	10		
14 Plastic Refuse Bags 910MM*760	Roll	10		
15.Pen, Ball Point Black	Each	330		
16.Pen, Ball Point blue	Each	60		
17.Pencil Traditional HB	Each	100		
18.Pencil Sharpener metal one whole wedge Shape	Each	60		
19.Pop-up Sign here flags 45MM X 12MM Assorted colours	Pack	50		
20.Punch, Office Paper 1- hole metal, punch 30 sheets	Each	5		
21.Ruler Clear Plastic 30cm Each 50	Each	50		

22.Scissors assorted 140mm stainless steel blade	Each	30		
23.Stapler Giant Each 1	Each	1		
24Stapler Office Metal s1	Each	10		
25.Staples 26/6	BOX	5		
26.Staple Remover each	BOX	10		
27.Stick Note Self-adhesive 51MM*38MM assorted colours	Each	50		
28.Tape, Cellotape, Assorted colours big	Each	10		
29. Writing Examination Pad A4, 100 sheets punched	PACK	20		
30.Punch, Paper 2-Hole Heavy duty Paper Adjuster, Punch 72 Sheets	Each	1		
31.Writing A5 Shorthand Notebooks(No Centre line) Top Bound	Each	100		
32. Sleeved Eraser each 40	Each	Box of 40		
Total bid Price				

Please e-mail the completed quotation to

Enquiries

Tel

E-mail

: Public Works

: Corner Church and Bosman Street

: **Phuti Mahlanya**

: **012 406 1658**

: Phuti.Mahlanya@dpw.gov.za

Quotations must be submitted to the following email address: Phuti.Mahlanya@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.