



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	: RFQ138A0125
INVITATION DESCRIPTION	: STATIONERY
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 11/08/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY				
<i>File duraplus A4 Blue colour</i>	<i>Ea</i>	<i>500</i>		
<i>File dividers A4 A-Z 20 dividers A4 A-Z 20 divisions (bright solid colours) multi punched</i>	<i>set</i>	<i>3</i>		
<i>Highlighters assorted colours</i>	<i>Ea</i>	<i>40</i>		
<i>Pen, ball-point black</i>	<i>Ea</i>	<i>240</i>		
<i>Pen, ball-point red</i>	<i>Ea</i>	<i>120</i>		
<i>Pop-up sign here flags, 45mm X 12mm assorted colours</i>	<i>Ea</i>	<i>5</i>		
<i>Punch office 2 hole; mental adjuster, 30 punch sheets</i>	<i>Ea</i>	<i>5</i>		

Pen, ball-point blue	<i>Ea</i>	120		
<u>DELIVERY ADDRESS</u> NIPILAR, OFFICE 03-02 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:

	: Public Works
	: Corner Vermeulen and Bosman Street
	: Pretoria
Enquiries	: Veronica Tshokwe
Tel	: 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.