



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

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E-mail: [keneuwe.mathatho@dpw.gov.za](mailto:keneuwe.mathatho@dpw.gov.za) 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 : 0021**  
**QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY**  
**VALIDITY PERIOD : 84**  
**CLOSING TIME : 11:00**  
**CLOSING DATE : 28/04/2025**

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
<i>File duraplus A4 with clear front pocket: (Red- 50), (blue – 50), (Yellow -50), (Green – 50)</i>	Each	200		
Punch, office paper 2 hole adjuster	Each	03		
Stapler office metal S17	Each	04		
Scissors (210 mm)	Each	05		
Pen Ball-point Black	Each	50		
Pen Ball-point Red	Each	10		
Punch, paper 2 hole adjuster heavy duty	Each	03		
Glue Stick 40g	Pack of 5	10		
Pencil traditional	Each	10		
Staples 26/6	Box	08		
Staple remover	Each	04		
Highlighters assorted colours	Each	50		
Pop-up sign here flag (45x12mm)	Each	50		
Stick note self-adhesive 130MM	Pad	20		
Writing book A4 Hardcover Counter book 192 pages	Each	20		
Eraser pencil in sleeve	Each	10		

Pencil sharpener Metal one hole	Each	10		
Finer cones (Size 2)	Box	02		
File divider A4 A-Z Bright colours	Set	200		
Calculator 12 digit electronic	Each	02		
Cellotape 55x66	Each	05		
Giant heavy duty 66/8	Each	02		
Staples, Giant	Box	02		

**Please e-mail the completed quotation to**

**Enquiries**

**Tel**

**E-mail**

: Public Works  
: Corner Church and Bosman Street  
: **Keneuwe Mathatho**  
: **012 406 2199**  
: [keneuwe.mathatho@dpw.gov.za](mailto:keneuwe.mathatho@dpw.gov.za)

**Quotations must be submitted to the following email address:**  
[ndpwquotations@dpw.gov.za](mailto:ndpwquotations@dpw.gov.za)

**Or at the Quotation Box: CGO Building, 256 Madiba Street, Pretoria Central, 0001**

**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.**