



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

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**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 : 0079**  
**QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY**  
**VALIDITY PERIOD : 84**  
**CLOSING TIME : 11:00**  
**CLOSING DATE : 13/06/2025**

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
A4 Brown Envelopes	250 in a Box	01		
File duraplus A4 with clear front pocket: (Red- 50), (blue – 50), (Yellow -50), (Green – 50)	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 Yellow 100 Sheets 75mm X 75mm	Pad	10		

Stick note self-adhesive Blue 100 Sheets 75mm X 75mm	Pad	5		
Stick note self-adhesive Pink 100 Sheets 76mm X 76mm	Pad	5		
Writing book A4 Hardcover Counter book 192 pages	Each	20		
Eraser 65mm X 23mm X 13mm	Each	10		
Pencil sharpener Metal one hole	Each	10		
Finer cones (Size 2)	Box	04		
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 66/8	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.**