



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int. Code: +27 12 Tel: 012 406 2199 Fax: 086 272 8850
E-mail: keneuwe.mathatho@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 : 0363
QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 15/10/2025

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	Each	50		
File duraplus A4 with clear front pocket: blue	Each	50		
File duraplus A4 with clear front pocket: Yellow	Each	50		
File duraplus A4 with clear front pocket: Green	Each	50		
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		
Celotape 55x66	Each	05		
Giant heavy duty 66/8	Each	02		
Staples, Giant 66/8	Box	02		

Please e-mail the completed quotation to

	: Public Works
	: Corner Church and Bosman Street
Enquiries	: Keneuwe Mathatho
Tel	: 012 406 2199
E-mail	: keneuwe.mathatho@dpw.gov.za

Quotations must be submitted to the following email address:
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.