



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 : RFQ152A0366**  
**QUOTATION DESCRIPTION : Supply and Delivery of Stationery**  
**VALIDITY PERIOD : 84 days**  
**CLOSING TIME : 11:00**  
**CLOSING DATE : 24/01/2025**

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
Black Pens	EACH	20		
Office Metal Stapples S17	EACH	3		
Pritt Glue 40g	EACH	6		
Pop Up Flags Multi Colours	EACH	10		
0,5 HB Push Back Pencils	EACH	10		
A4 Envelopes	EACH	100		
Duraplus Files- Red	EACH	20		
Duraplus Files- Blue	EACH	20		
Filing /Plastic Pockets A4	PACK	3		
Foldback Paper Clips (19mm)	BOX	10		
<b>THE DELIVERY WILL BE AT PRETORIA</b>				

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

	: Public Works
	: Corner Church and Bosman Street
<b>Enquiries</b>	: <b>Siphokazi Mapeyi</b>
<b>Tel</b>	: <b>012 406 1854</b>
<b>E-mail</b>	: <a href="mailto:Siphokazi.Mapeyi@dpw.gov.za">Siphokazi.Mapeyi@dpw.gov.za</a>

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