



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1812 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 : RFQ: 163A0327
INVITATION DESCRIPTION : PROCUREMENT OF STATIONERY
VALIDITY PERIOD : 84
CLOSING TIME : 11:00
CLOSING DATE : 30/09/2025

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1. Adhesive Glue Stick (40 GRM)	Each	40		
2. File Dividers A4 (Jan-Dec) Rainbow Colours	Packet	10		
3. Highlighter Pink	Each	40		
4. Highlighter Orange	Each	40		
5. Skylight Highlighter Yellow	Each	40		
6. Permanent Marker Black (Bullet Tip)	Each	40		
7. Pad, Witing: Branded Note Pads A5	Each	30		
8. Black Superb Ballpoint	Each	100		
9. Pencil	Each	30		
10. Clear Pocket Filling Plastic A4	Pack	10		
11. Punch, Paper 2-Hole Heavy Duty	Each	3		
12. Stapler Giant Stapler	Each	3		
13. Punch, Paper Two Hole Small	Each	14		
14. Pencil Sharpener	Each	20		
15. File Arch Lever File A4 PVC All Colours	Each	40		
<i>The service provider should be located in Gauteng Province for scoring of specific goals.</i>				
SUPPLY AND DELIVERY PLACE GAUTENG: PRETORIA: ANNEX BUILDING: B7/17				

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	: Simon Motau
Tel	: 012 406 1797

Quotations must be submitted to the following email address:
simon.motau@dpw.gov.za and ndpwquotatons@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.