



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 : RFQ0161**  
**QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY.**  
**VALIDITY PERIOD : 84**  
**CLOSING TIME : 11:00AM**  
**CLOSING DATE : 03/08/2026**

| DESCRIPTION                                             | UNIT OF PURCHASE | QUANTITY REQUIRED | UNIT COST ( INCL VAT) | TOTAL AMOUNT ( INCL VAT ) |
|---------------------------------------------------------|------------------|-------------------|-----------------------|---------------------------|
| <i>Finger pad, Rubber: Thimble No.0 (box)</i>           | <b>Each</b>      | <b>1</b>          |                       |                           |
| <i>Pencil HB</i>                                        | <b>Each</b>      | <b>24</b>         |                       |                           |
| <i>Adhesive glue 40g</i>                                | <b>Each</b>      | <b>12</b>         |                       |                           |
| <i>Pen gel Black</i>                                    | <b>Each</b>      | <b>12</b>         |                       |                           |
| <i>Flags sign here tape- Neon Pink</i>                  | <b>Each</b>      | <b>100</b>        |                       |                           |
| <i>Clip fold back metal 19mm (12 in a box)</i>          | <b>Box</b>       | <b>10</b>         |                       |                           |
| <i>Ruler plastic 30mm</i>                               | <b>Each</b>      | <b>12</b>         |                       |                           |
| <i>FlipChart Paper</i>                                  | <b>Each</b>      | <b>2</b>          |                       |                           |
| <i>Note A4 Hardcover 2 Quire- 192 pages</i>             | <b>Each</b>      | <b>24</b>         |                       |                           |
| <i>Marker highlighter (pack in 5 different colours)</i> | <b>sets</b>      | <b>12</b>         |                       |                           |
|                                                         |                  |                   | <b>Sub-Total</b>      |                           |
|                                                         |                  |                   | <b>Vat 15%</b>        |                           |
|                                                         |                  |                   | <b>Total</b>          |                           |

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

**: Public Works**  
**: Corner Church and Bosman Street**

Enquiries : Tshwarelo Ramoleta  
Tel : 012 406 1248  
E-mail : [tshwarelo.ramoleta@dpw.gov.za](mailto:tshwarelo.ramoleta@dpw.gov.za)

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.