



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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E-mail: tshwarelo.ramoleta@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 : RFQ0114
QUOTATION DESCRIPTION : **SUPPLY AND DELIVERY OF STATIONERY.**
VALIDITY PERIOD : 84
CLOSING TIME : 11:00AM
CLOSING DATE : 17/06/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
A4 BROWN ENVELOPES	EACH	100		
A3 BROWN ENVELOPES	EACH	100		
DURAPLUS FILES WITH CLEAR FRONT POCKET - A4 BLUE 2579	EACH	250		
DURAPLUS FILES WITH CLEAR FRONT POCKET - A4 RED 2579	EACH	250		
DURAPLUS FILES WITH CLEAR FRONT POCKET - A4 GREEN 2579	EACH	250		
DURAPLUS FILES WITH CLEAR FRONT POCKET - A4 YELLOW 2579	EACH	250		
CLEAR SELLOTAPE 50MM X 48MM	EACH	50		
BROWN SELLOTAPE 50MM X 48MM	EACH	50		
FILE DIVIDERS A4 1-20 MULTI-PUNCHED SET	EACH	20		
FILE DIVIDERS A4 A-Z MULTI-PUNCHED SET	EACH	20		
STICK NOTE SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS	EACH	10		

HIGHLIGHTERS ASSORTED COLOURS	EACH	5		
WRITING BOOK A4 HARDCOVER COUNTER BOOK 192 PAGES	EACH	10		
			Sub-total	
			Vat	
			Total	

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

Quotations must be submitted to the following email address:
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.