



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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E-mail: siphokazi.mapeyi@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 : RFQ177A0455
QUOTATION DESCRIPTION : Supply and Delivery of Stationery
VALIDITY PERIOD : 84 days
CLOSING TIME : 11:00
CLOSING DATE : 26/02/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1. Eraser, pencil in a sleeve	EACH	5		
2. Fold back paper clips (19mm)	EACH	100		
3. Fold back paper clips (32mm)	EACH	100		
4. Fold back paper clips (77mm)	EACH	100		
5. Gem clip paper silver 30mm	EACH	50		
6. Prestik 100G	EACH	10		
7. Glue stick 40G	EACH	10		
8. Highlighters Assorted colours	EACH	50		
9. Lever Arch PVC white create a cover clear pocket 2D Ring Binder	EACH	20		
10. Plastic refused bags 910mmX760	EACH	5		
11. Pen, Ball-point, Black	EACH	50		
12. Pencil Traditional HB	EACH	30		
13. Pencil Sharpener metal one wedge shape	EACH	5		

14. Pop-up sign here flags 45mmX12mm assorted colours.	EACH	50		
15. Rubber bands, 75	EACH	20		
16. Rubber bands, 89	EACH	20		
17. Scissors assorted colours 170mm stainless steel blade.	EACH	50		
18. Ruler clear plastic 30cm	EACH	10		
19. Stick notes self-adhesive 130mm X 85mm assorted colours	EACH	20		
20. Stick notes self-adhesive 51mm X 38mm assorted colours	EACH	20		
21. Stick notes self-adhesive 75mm X 70mm	EACH	20		
22. Tape, post-it tape flag, assorted colours	EACH	50		
23. Writing examination pad A4, 100 sheet punched	EACH	10		
24. Writing book A4 Hardcover counter book faint ruled 192 pages	EACH	50		
THE DELIVERY WILL BE AT PRETORIA				

Please e-mail the completed quotation to

Enquiries	: Public Works
Tel	: Corner Church and Bosman Street
E-mail	: Siphokazi Mapeyi
	: 012 406 1854
	: Siphokazi.Mapeyi@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.