



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: 178A0403
INVITATION DESCRIPTION	: PROCUREMENT OF STATIONERY
VALIDITY PERIOD	: 84
CLOSING TIME	: 11:00
CLOSING DATE	: 11/03/2025

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
STATIONERY:				
CLEAR CELLOTAPE 55MMX66M,	EACH	50		
FILE DIVIDER A4	EACH	20		
FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS, (RED, YELLOW AND BLUE)	EACH	400		
PRITT GLUE STICK 40G	EACH	30		
HIGHLIGHTERS ASSORTED COLOURS	EACH	20		
LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM	EACH	100		
MARKER PERMANENT MEDIUM,	EACH	20		
PAPER BINDER STEEL 25MM,	EACH	20		
PAPER BINDER STEEL 51MM,	EACH	20		
PLASTIC SHREDDER BAGS 60-85LT	EACH	100		
PEN, BALL-POINT , RED	EACH	20		
DUCT TAPE 48X25MT	EACH	20		
BOSTIC PRESTIK 100G	EACH	20		

POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	EACH	50		
PRITT 100g,	EACH	10		
REXEL V60 PUNCHER, PAPER HOLE 2, METAL PAPER ADJUSTER	EACH	1		
RUBBER BANDS 38	EACH	100		
RUBBER BANDS, 89	EACH	100		
TOLSEN SCISSORS, 200MM	EACH	20		
REXEL GIANT STAPLER,	EACH	1		
REXEL GIANT STAPLES 5/16 X10 BOXES, 23/8, X10 BOXES & 23/10	BOXES	30 BOXES		
REXEL GIANT STAPLE REMOVER X		10		
KANGARO, DS435 FULL STRIP STAPLER BLACK,	EACH	20		
KANGARO STAPLES 26/6,	BOXES	20 BOXES		
A4 RING BINDER FILES,	EACH	30		
Deli Sticky Pad Note 4 * 100 Sheets, 51 mm x 51 mm Size		100 PACKS		
BROWN CELLOTAPE, 48M X50M,	EACH	30		
TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS,	BOXES	24 BOXES		
A4 LAMINATION MACHINE,	EACH	1		
A4 LAMINATOR POUCHES (100 A PACK)	(100 A PACK)	2000		
TOTAL				
<i>The service provider should be located in Gauteng Province for scoring of specific goals.</i>				
SUPPLY AND DELIVERY PLACE GAUTENG: PRETORIA: OFFICE NO.633, CENTER WALK BUILDING				

Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

Enquiries
Tel

: Public Works
: Corner Vermeulen and Bosman Street
: Pretoria
: Simon Motau
: 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.