



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](http://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	: 12/02/2025

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<b>STATIONERY:</b>				
CLEAR CELLOTAPE 55MMX66M,	EACH	X50		
FILE DIVIDER A4	EACH	X20		
FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS, (RED, YELLOW AND BLUE)	EACH	X400		
PRITT GLUE STICK 40G	EACH	X30		
HIGHLIGHTERS ASSORTED COLOURS	EACH	X20		
LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM	EACH	X100		
MARKER PERMANENT MEDIUM,	EACH	X20		
PAPER BINDER STEEL 25MM,	EACH	X20		
PAPER BINDER STEEL 51MM,	EACH	X20		
PLASTIC SHREDDER BAGS 1LT	EACH	X100		
PEN, BALL-POINT , RED	EACH	X20		
DUCT TAPE 48X25MT	EACH	X20		

BOSTIC PRESTIK 100G	EACH	X20		
POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	EACH	X50		
PRITT 100g,	EACH	X10		
PUNCH, OFFICE PAPER 2-HOLE; METAL PAPER ADJUSTER, PUNCH 50 SHEETS,	EACH	X1		
RUBBER BANDS 38	EACH	X100		
RUBBER BANDS, 89	EACH	X100		
SCISSORS STAINLESS STEEL BLADE,BIGGEST SIZE,	EACH	X20		
REXEL GIANT STAPLER,	EACH	X1		
REXEL GIANT STAPLES 5/16 X10 BOXES, 23/8, X10 BOXES & 23/10	BOXES			
REXEL GIANT STAPLE REMOVER	BOXES	X10		
KANGARO, DS435 FULL STRIP STAPLER BLACK,	EACH	X20		
KANGARO STAPLES 26/6,	BOXES	X20		
KANGARO STAPLE REMOVER,	BOXES	X20		
A4 RING BINDER FILES,	EACH	X30		
STICK NOTE SELF ADHESIVE 51MM X 38MM ASSORTED COLOURS,	BOXES	X20		
BROWN CELLOTAPE, 48M X50M,	EACH	X30		
TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS,	BOXES	X20		
A4 LAMINATION MACHINE,	EACH	X1		
A4 LAMINATOR POUCHES (100 A PACK)	(100 A PACK)	X2000		
<b>TOTAL</b>				
<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.