



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 : RRQ2090167  
INVITATION DESCRIPTION : STATIONERY  
VALIDITY PERIOD : 84 Days  
CLOSING TIME : 11:00  
CLOSING DATE : 14-08-2026

| DESCRIPTION                                                                                                                                                                         | UNIT OF PURCHASE | QUANTITY REQUIRED | UNIT COST (INCL VAT) | TOTAL AMOUNT (INCL VAT) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------|----------------------|-------------------------|
| <b>SUPPLY &amp; DELIVERY OF STATIONERY</b><br>please note that only suppliers with proof of address from GATUENG Province will be allocated points for location under specific goal |                  |                   |                      |                         |
| <b>CELLOTAPE 56X66</b>                                                                                                                                                              | <b>ROLLS</b>     | <b>60</b>         |                      |                         |
| <b>DURAPLUS EXTRA WIDE A4 CLEAR VIEW FOLDER</b>                                                                                                                                     | <b>EACH</b>      | <b>480</b>        |                      |                         |
| <b>LEVER ARCH FILES A4 70MM PP PINK</b>                                                                                                                                             | <b>EACH</b>      | <b>200</b>        |                      |                         |
| <b>MARKER PERMANENT MEDIUM BULLET POINT (BLACK)</b>                                                                                                                                 | <b>EACH</b>      | <b>120</b>        |                      |                         |

|                                                                          |             |            |  |  |
|--------------------------------------------------------------------------|-------------|------------|--|--|
| <b>PEN BALL POINT BLUE</b>                                               | <b>EACH</b> | <b>120</b> |  |  |
| <b>PEN BALL POINT BLACK</b>                                              | <b>EACH</b> | <b>240</b> |  |  |
| <b>PENCIL TRADITIONAL HB</b>                                             | <b>EACH</b> | <b>120</b> |  |  |
| <b>POP-UP SIGN HERE FLAGS<br/>45MMX12MM ASSORTED COLOURS</b>             | <b>EACH</b> | <b>360</b> |  |  |
| <b>WHITE BOARD MARKER ASSORTED<br/>COLOURS MEDIUM BULLET POINT</b>       | <b>EACH</b> | <b>24</b>  |  |  |
| <b>WRITING A5 SHORTHAND<br/>NOTEBOOKS (NO GUTTER LINE) TOP<br/>BOUND</b> | <b>EACH</b> | <b>120</b> |  |  |
| <b>GINAT PUNCHER (capacity of up to<br/>290 sheets (80gsm))</b>          | <b>EACH</b> | <b>02</b>  |  |  |

**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**  
**: Portia Moipolai**  
**: 012 406 1812**

**Quotations must be submitted to the following email address:**  
**portia.moipolai@dpw.gov.za or 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.