



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 : RFQ115a0125
INVITATION DESCRIPTION : STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 21-10-2025

DESCRIPTION	UNIT OF PURCHASE	QUANTIT Y REQUIRE D	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
SUPPLY & DELIVERY OF STATIONERY PLEASE REFER TO THE ATTACHED TERM OF REFERENCE <i>please note that only suppliers with proof of address from GAUTENG Province will be allocated points for location under specific goal</i>				
BINDING COVERS A4 FROSTED SHEETS BLUE	PACKETS	10		
A4 QUOTATION FOLDERS WITH WHITE STRIP AND FILING MECHANISM COLOURS-YELLOW	BOXES	01		
A4 QUOTATION FOLDERS WITH WHITE STRIP AND FILING MECHANISM RED	25 IN A BOX	02		

A4 QUOTATION FOLDERS WITH WHITE STRIP AND FILING MECHANISM BLUE	25 IN A BOX	04		
GLUE STICK 40G	EACH	06		
HIGHLIGHTERS COLOUR	BOXES (10 IN A BOX)	02		
LEVER ARCH FILES A4 PVC WITH MECHANISM 75MM BLACK	10 IN ABOX	10		
SCISSORS ASSORRRTED COLOURS 170MM STAINLESS STEEL BLADE	EACH	02		
RULER CLEAR PLASTIC 30CM	EACH	05		
TAPE, POST-IT TAPE FLAG; COLOURS LEMON (45x25mm, 50 PADS/	24 PIECES IN ABOX	02		
TAPE, POST-IT TAPE FLAG; COLOURS ORANGE (45x25mm, 50 PADS/	24 PIECES IN ABOX	01		
TAPE, POST-IT TAPE FLAG; COLOURS BLUE (45x25mm, 50 PADS/	24 PIECES IN ABOX	02		
FILE DIVEDERS A4 1-12 DIVISION (BRIGHT SOLID COLOURS MULTI PUNCHED	SET/PACKET	05		
CALCULATER 12 DIGIT ELECTRONIC CALCULATOR	EACH	01		

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.