



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: 183A0513
INVITATION DESCRIPTION : PROCUREMENT OF STATIONERY
VALIDITY PERIOD : 84
CLOSING TIME : 11:00
CLOSING DATE : 13/02/2026

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1. Binding Covers A4 Frosted Sheets	Packets	10		
2. Folder Quotation Assorted Colours with Strip and filling Mechanism	Boxes	07		
3. Glue Stick 40G	Each	12		
4. Highlighters Assorted Cplours	Each	40		
5. Lever Arch Files A4 PVC with Mechanism Assorted Colours 75MM	Each	100		
6. Scissors Assorted Colours 170MM Stainless Steel Blade	Each	2		
7. Ruler Clear Plastic 30CM	Each	5		
8. Tape, Post-IT Tape Flag: Assorted Colours- Size: 45x25mm 50 Sheets/Pad	Each	96		
9. File Divider A4-1-12 Division (Bright Solid Colours) Multi-Punched	Set	05		
10. Calculator – 12 Digit Electronic	Each	01		
11. Pen, Ball-poin, Black	Each	60 in a box		
12. A4 Plain Self-Seal Envelopes - Brown	Pack	500		
13. A3 Plain Self-Seal Envelopes - Brown	Pack	10		
14. A4 Filing Pockets – Multi Punched	Pack	100		
<i>Please see attached Specification</i>				
<i>The service provider should be located in Gauteng Province for scoring of specific goals.</i>				

SUPPLY AND DELIVERY PLACE GAUTENG: PRETORIA: CGO, ROOM 305 NORTH				
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Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

Enquiries : Public Works
Tel : 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.