



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

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**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 : RFQ187A0306**  
**QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY**  
**VALIDITY PERIOD : 84**  
**CLOSING TIME : 11:00**  
**CLOSING DATE : 19/09/2025**

NO	DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT )
1.	FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS (VARIOUS COLOURS (60, BLUE, 20 RED AND 20 YELLOW.	EACH	100		
2.	FOLD BACK PAPER CLIPS (19MM)	EACH	10		
3.	GEM CLIP/ PAPER SILVE	BOX	10		
4.	WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES.	EACH	10		
5.	CELLOTAPE 55X66	ROLL	1		

6.	SCIENTIFIC CALCULATOR FX 82ZA``	EACH	3		
7.	LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM (10 BLUE, 10 RED, 10 BLACK AND 10 GREEN)	EACH	40		
8.	WHITE BOARD MARKER BULLET ASSORTED (set 4).	EACH	2		
9.	CLICK BALL POINT, PEN MEDIUM, (BLACK).	EACH	20		
10.	CLICK BALL POINT, PEN MEDIUM, RED.	EACH	10		
11.	STAPLE REMOVER	EACH	5		
12.	GLUE STICK 40G	EACH	5		
13.	PUNCH, OFFICE PAPER 2-HOLE, METAL PAPER ADJUSTER PUNCH 30 SHEETS.	EACH	2		
14.	STAPLER OFFICE METAL S17	EACH	3		

**Please e-mail the completed quotation to**

**Enquiries**  
**Tel**  
**E-mail**

: Public Works  
: Corner Church and Bosman Street  
: **Granny Ramoroka**  
: **0124922112**  
: [khayakazi.zaki@dpw.gov.za](mailto:khayakazi.zaki@dpw.gov.za)

**Quotations must be submitted to the following email address:**  
**khayakazi.zaki@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.**