



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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E-mail: khayakazi.zaki@dpw.gov.za 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 : RFQ187A0401
QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY
VALIDITY PERIOD : 84
CLOSING TIME : 11:00
CLOSING DATE : 28/10/2025

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
: **Khayakazi Zaki**
: **0124922112**
: 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.