



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int. Code: +27 12 Tel: 012 406 2199 Fax: 086 272 8850
E-mail: keneuwe.mathatho@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 : 0442
QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 21/11/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
FILE DURAPLUS A4 WITH CLEAR FRONT POCKET: RED	Each	20		
FILE DURAPLUS A4 WITH CLEAR FRONT POCKET: BLUE	Each	60		
FILE DURAPLUS A4 WITH CLEAR FRONT POCKET: YELLOW	Each	20		
FOLD BACK PAPER CLIPS (19MM)	Box	10		
GEMCLIPS 30MM	BOX	10		
WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES	Each	10		
CELLOTAPE 55 X 66	ROLL	1		
SCIENTIFIC CALCULATOR	Each	03		
LEVER ARCH FILES PVC WITH MECHANISM 75 MM BLUE	Each	10		
LEVER ARCH FILES PVC WITH MECHANISM 75 MM RED	Each	10		
LEVER ARCH FILES PVC WITH MECHANISM 75 MM BLACK	Each	10		
LEVER ARCH FILES PVC WITH MECHANISM 75 MM GREEN	Each	10		

WHITE BOARD MARKER RED	Each	01		
WHITE BOARD MARKER BLACK	Each	01		
BALL POINT CLICK PEN MEDIUM BLACK	Each	20		
BALL POINT CLICK PEN MEDIUM RED	Each	10		
STAPLE REMOVER	Each	05		
GLUE STICK 40G	Each	05		
PUNCH OFFICE PAPER 2 HOLEMETAL PAPER ADJUSTER PUNCH 30 SHEETS	Each	02		
STAPLER METAL S17	Each	03		
Only Suppliers with Proof of address from Gauteng Province will be allocated points for Location under specific goal.				

Please e-mail the completed quotation to

	: Public Works
	: Corner Church and Bosman Street
Enquiries	: Keneuwe Mathatho
Tel	: 012 406 2199
E-mail	: keneuwe.mathatho@dpw.gov.za

Quotations must be submitted to the following email address:
ndpwquotations@dpw.gov.za

Or at the Quotation Box: CGO Building, 256 Madiba Street, Pretoria Central, 0001

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.