



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 : RFQ0127  
QUOTATION DESCRIPTION : **SUPPLY AND DELIVERY OF STATIONERY.**  
VALIDITY PERIOD : 84  
CLOSING TIME : 11:00AM  
CLOSING DATE : 27/06/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
<b>BLACK FINE POINT PENS (60 in a box)</b>	BOX	5		
<b>CLEAR BUFF PACKAGING TAPE 48mm x 100m large</b>	EACH	50		
<b>65mm STAPLER</b>	EACH	50		
<b>24/6 OR 26/6 STAPLES (5000pcs)</b>	BOX	20		
<b>A4 BLUE FILE FOLDER WITH CLEAR PLASTIC COVER</b>	EACH	100		
<b>ORANGE POLYPROPYLENE A4 LEVER RADIO FILE</b>	EACH	50		
<b>GREEN COLOURED PAPERS (500 IN A BOX)</b>	BOX	1		
<b>15mm FLIPBACK FILE CLIPS (100 small boxes)</b>	EACH	200		
<b>MEMO CUBE PAPER REFILL</b>	EACH	500		
<b>MULTICOLOR PAPER STICKY NOTES 76mm x 76 pastel</b>	EACH	400		
<b>210mm SCISSORS</b>	EACH	20		
<b>HIGHLIGHTERS MULTICOLORS (6 IN A BOX)</b>	BOX	20		

<b>PACK)</b>				
<b>A4 EXAM PAD</b>	<b>EACH</b>	<b>100</b>		
			<b>Sub-total</b>	
			<b>Vat</b>	
			<b>Total</b>	

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

: Public Works  
: Corner Church and Bosman Street

**Enquiries**

: Tshwarelo Ramoleta

**Tel**

: 012 406 1248

**E-mail**

: [tshwarelo.ramoleta@dpw.gov.za](mailto:tshwarelo.ramoleta@dpw.gov.za)

**Quotations must be submitted to the following email address:**  
[ndpwquotations@dpw.gov.za](mailto:ndpwquotations@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.**