



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 1248 Fax: 086 272 8850
E-mail: tshwarelo.ramoleta@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 : RFQ0127
QUOTATION DESCRIPTION : **SUPPLY AND DELIVERY OF STATIONERY.**
VALIDITY PERIOD : 84
CLOSING TIME : 11:00AM
CLOSING DATE : 28/07/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
BLACK FINE POINT PENS (60 in a box)	BOX	5		
CLEAR BUFF PACKAGING TAPE 48mm x 100m large	EACH	50		
65mm STAPLER	EACH	50		
24/6 OR 26/6 STAPLES (5000pcs)	BOX	20		
A4 BLUE FILE FOLDER WITH CLEAR PLASTIC COVER	EACH	100		
ORANGE POLYPROPYLENE A4 LEVER RADIO FILE	EACH	50		
GREEN COLOURED PAPERS (500 IN A BOX)	BOX	1		
15mm FLIPBACK FILE CLIPS (12 in a box)	EACH	200		
MEMO CUBE PAPER REFILL	EACH	500		
MULTICOLOR PAPER STICKY NOTES 76mm x 76 pastel	EACH	400		
210mm SCISSORS	EACH	20		
HIGHLIGHTERS MULTICOLORS (6 IN A BOX)	BOX	20		

PACK)				
A4 EXAM PAD (100 sheets)	EACH	100		
			Sub-total	
			Vat	
			Total	

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

Quotations must be submitted to the following email address:
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.