



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1812 Fax: 321-0517
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 : RFQ: 192A0157
INVITATION DESCRIPTION : PROCUREMENT OF STATIONERY
VALIDITY PERIOD : 84
CLOSING TIME : 11:00
CLOSING DATE : 16/07/2025

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1. Binding Element 12mm (Black) (100 Elements in a Box) Comb	Each Box	100		
2. Binding Element 16mm (Black) (100 Elements in a Box) Comb	Each Box	100		
3. Binding Element 22mm (100 Elements in a Box) Comb	Each Box	100		
4. Cellotape 55 x 66	Each	100		
5. Eraser, Pencil; in a Sleeve x 100	Each	100		
6. File Duraplus A4 with Clear Frond Pockets	Each Blue	300		
- File Duraplus A4 with Clear Frond Pockets	Each Red	100		
- File Duraplus A4 with Clear Frond Pockets	Each Yello	100		
7. Fold Back Paper Clips (19mm) x 100	Each	100		
8. Fold Back Paper Clips (32mm) x 100	Each	100		
9. Glue Stick 20G x 20	Each	20		
10. Glue Stick 40G x 20	Each	20		
11. Highlighters Assorted	Each	100		
12. Level Arch Files A4 Board Assorted Colours 80mm x 200	Each	200		
13. Marker Permanent Medium Bullet Point	Each Blue	25		
- Marker Permanent Medium Bullet Point	Each Black	50		
- Marker Permanent Medium Bullet Point	Each Red	25		
14. Pen, Ball-point	Each Blue	90		
15. Pen, Ball-point	Each Red	10		

16. Pen, Ball-point	Each Black	200		
17. Pencil Traditional HB x 200	Each	200		
18. Pencil Traditional HB x 30	Each	30		
19. Pouches For Laminating A4 x 50	Each	50		
20. Pouches For Laminating A3 x 20	Each	20		
21. Pop-up Sign here Flags 45mm x 12mm Assorted Colours x 50	Each	50		
22. Prestik 100G x 30	Each	30		
23. Ruler Clear Plastic 30cm x 100	Each	100		
24. Scissors Assorted Colours 170mm Stainless Steel Blade x 100	Each	100		
25. Whiteboard Board, Marker Assorted Colours, Medium Bullet Point x 50	Each	50		
26. Writing Book A4 Hardcover Counter Book Feint Ruled 192 Pages x 200	Each	200		
27. Writing Examination Pad A4, 100 Sheets Punced x 300	Each	300		
<i>The service provider should be located in Gauteng Province for scoring of specific goals.</i>				
SUPPLY AND DELIVERY PLACE GAUTENG: PRETORIA: CGO, ROOM 297				

Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

Enquiries
Tel

: Public Works
: Corner Vermeulen and Bosman Street
: Pretoria
: Simon Motau
: 012 406 1797

Quotations must be submitted to the following email address:
simon.motau@dpw.gov.za and ndpwquotatons@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.