



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

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Website: [www.publicworks.gov.za](http://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 : RFQ192A0510  
INVITATION DESCRIPTION : STATIONERY  
VALIDITY PERIOD : 84 Days  
CLOSING TIME : 11:00  
CLOSING DATE : 13/02/2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<b>REQUEST FOR QUOTATION FOR STATIONERY</b>				
<i>Calculator 12 digit electronic</i>	<i>Ea</i>	<i>10</i>		
<i>Eraser pencil in a sleeve</i>	<i>Ea</i>	<i>10</i>		
<i>Filling pockets</i> <ul style="list-style-type: none"><li><i>Plastic binding edge multi punched</i></li><li><i>A4 plastic binding edge multi punched</i></li></ul>	<i>Ea</i>	<i>05</i>		
<i>Pen, ballpoint-red</i> <ul style="list-style-type: none"><li><i>plastic</i></li></ul>	<i>Ea</i>	<i>10</i>		
<i>Pen, ballpoint-black</i> <ul style="list-style-type: none"><li><i>plastic</i></li></ul>	<i>Ea</i>	<i>100</i>		
<i>Foldback paper clips-32mm</i>	<i>Box</i>	<i>30</i>		
<i>Foldback paper clips-77mm</i>	<i>Box</i>	<i>10</i>		

Pencil-traditional HB	<i>Ea</i>	100		
Glue stick-20g	<i>Ea</i>	10		
Glue stick-40g	<i>Ea</i>	10		
Ruler-clear plastic 30cm	<i>Ea</i>	50		
Whiteboard marker medium bullet point <ul style="list-style-type: none"> <li>Assorted colours</li> </ul>	<i>Ea</i>	40		
Writing book <ul style="list-style-type: none"> <li>A4 hardcover counter book feint ruled 192 pages</li> </ul>	<i>Ea</i>	100		
Tape, cellotape <ul style="list-style-type: none"> <li>18mm x 66mm</li> </ul>	<i>Ea</i>	20		
Gemclip/ paper silver-30mm	<i>Ea</i>	20		
Gem/clip/ paper silver-50mm	<i>Ea</i>	20		
Black Round pen holder <ul style="list-style-type: none"> <li>91mm x 98mm x 40mm</li> </ul>	<i>Ea</i>	15		
Sticky note holders <ul style="list-style-type: none"> <li>10(w) x 10.3(h) x 10(d)</li> <li>Colour: black</li> </ul>	<i>Ea</i>	15		
Highlighter <ul style="list-style-type: none"> <li>Assorted colours</li> </ul>	<i>Ea</i>	30		
Scissors <ul style="list-style-type: none"> <li>170mm</li> </ul>	<i>Ea</i>	50		
Stick note <ul style="list-style-type: none"> <li>Self adhesive</li> <li>130mm x 85mm</li> <li>Assorted colours</li> </ul>	<i>Ea</i>	15		
Sticky note holders <ul style="list-style-type: none"> <li>Self adhesive</li> <li>51mm x 3mm</li> <li>Assorted colours</li> </ul>	<i>Ea</i>	20		
Memo cube refils 800 bond sheets	<i>Cube</i>	20		
<u>DELIVERY ADDRESS</u> CGO BUILDING 256 MADIBA STREET PRETORIA				
<b>TOTAL PRICE</b>				

**SUPPLIER LOCATION MUST BE GAUTENG PROVINCE FOR ALLOCATION OF POINTS**

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

Enquiries : Public Works  
Tel : Corner Vermeulen and Bosman Street  
: Pretoria  
: Veronica Tshokwe  
: 012 406 1036

**Quotations must be submitted to the following email address:**  
**Veronica.Tshokwe@dpw.gov.za or 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.