



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: 197A0215
INVITATION DESCRIPTION : PROCUREMENT OF STATIONERY
VALIDITY PERIOD : 84
CLOSING TIME : 11:00
CLOSING DATE : 05/08/2025

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1. S17 Stapler	Each	2		
2. 23/6 Big stapler	Each	1		
3. Small calculators (12 Digits)	Each	2		
4. Blue duraplus quotations file	Each	50		
5. Envelop A4 Plain White	Each	15		
6. Envelop A4 Plain Brown	Each	15		
7. Puncher Medium	Each	1		
8. Puncher (Large)	Each	1		
9. Scissors 130mm metal round tip	Each	2		
10. Glue stick 43g	Each	5		
11. Pens 1mm fine blue	Box	1		
12. Stapler (2 holes metal)	Each	2		
13. Big transparent sellotape (48mmx50m)	Each	2		
14. Sticky note 450 sheets, 76mmx76mm size	Each	1		
15. A4 Carry folder PVC blue (Pack), Red (Pack), Green (Pack)	Paks	4 (Paks of each colour)		
16. A4 A-Z file dividers (225x297mm)	Pack	1		
<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:

	: Public Works
	: Corner Vermeulen and Bosman Street
	: Pretoria
Enquiries	: Simon Motau
Tel	: 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.