



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: 197A0432
INVITATION DESCRIPTION	: PROCUREMENT OF STATIONERY
VALIDITY PERIOD	: 84
CLOSING TIME	: 11:00
CLOSING DATE	: 17/02/2025

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
STATIONERY: See Attached specification				
Standard size stapler	Each	1		
Big Staple Remover	Each	1		
Pop-Up sign here flags 45mmx25mm Assorted Colours	Pack	3		
Blue Files	Box	2		
Envelopes A4 Brown	Box	1		
Envelopes A4 White	Box	1		
Puncher Meduim	Each	1		
Puncher Large	Each	1		
Arch Lever Files with plastic pocket	Each	10		
Faber castell shapner (2holes)	Each	2		
Faber castell ballpoint pen 1mm fine blue	Packet	2		
A4 Colour dividers	Box	1		
Scissor 130 mm metal round	Each	2		
Pritt glue stick43g	Each	5		
Display A4 flip file 30 pocket (2) 50 pocket (2)	Each	3 3		

Index flags 50 (25.4mm x 43.2mm)	Each	3		
White board eraser	Each	1		
Sticky notes small	Packet	1		
Calculator (12 Digits calculator)	Each	2		
TOTAL				
<i>The service provider should be located in Gauteng Province for scoring of specific goals.</i>				
SUPPLY AND DELIVERY PLACE GAUTENG: PRETORIA: CGO, OFFICE A716.				

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
: Simon Motau
: 012 406 1797

Enquiries

Tel

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.