



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	: RFQ251A0406
INVITATION DESCRIPTION	SUPPLY & DELIVERY OF STATIONERY
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 07-11-2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
SUPPLY & DELIVERY OF OFFICE STATIONERY				
FILLING POCKETS (PLASTIC A4 PUNCHED)	PACKETS	40		
FILE DIVEIDER A4 (Z-Z)	SETS	10		
FILE DIVIDER A4 10	SET	10		
HIGHLIGHTER BLUE	EACH	20		
HIGHLIGHTER PINK	EACH	20		

HIGHLIGHTER GREEN	EACH	20		
HIGHLIGHTER ORANGE	EACH	20		
DRIGEND PASTE ON LABELS	ROLS	06		
SHEET PLASTIC ADHESIVE DC FIX CLEAR	ROLLS	05		
SHEET, PLASTIC FROSTED A4 CLEAR 100 INSIDE PACK	PACKETS	05		
PENCIL SHARPENER METAL (ONE WHOLE)	EACH	20		
ADHESIVE GLUE STICK 40G	EACH	40		

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
: Portia Moipolai
: 012 406 1812

Quotations must be submitted to the following email address:
portia.moipolai@dpw.gov.za or 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.