



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int. Code: +27 12 Tel: 012 406 2199 Fax: 086 272 8850
E-mail: keneuwe.mathatho@dpw.gov.za 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 : 0309
QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY
VALIDITY PERIOD : 84
CLOSING TIME : 11:00
CLOSING DATE : 15/09/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
CALCULATOR 12 DIGIT ELETRONIC	EACH	03		
CELLOTAPE 55MM X 66MM	EACH	05		
PENCIL ERASER	EACH	10		
PUNCHER WITH PAPER GUIDE 2 HOLE PUNCHER 25 SHEET	EACH	10		
SCISSORS 18CM	EACH	20		
PENCILS HB	EACH	20		
CLUTCH PENCILS	EACH	10		
PENS BLUE MEDIUM POINT	EACH	30		
PENS RED MEDIUM POINT	Each	30		
PENS BLACK MEDIUM BALL POINT	EACH	30		
FLIP FILE 40 POCKETS	EACH	10		
CELLOTAPE 18MM	EACH	05		
PENCIL SHARPENER (S/STEEL)	EACH	10		
WHITEBOARD MARKER BLUE	EACH	20		
WHITEBOARD MARKER BLACK	EACH	20		
WHITEBOARD MARKER RED	EACH	20		
WHITEBOARD MARKER GREEN	EACH	20		
LEVER ARC FILES PVC BLUE	EACH	10		

LEVER ARC FILES PVC RED	EACH	10		
LEVER ARC FILES PVC BLACK	EACH	10		
RULER SHATTERPROOF 30CM	EACH	15		
PVC ROUND UP DESKTOP ORGANISER BLUE	EACH	08		
PVC ROUND UP DESKTOP ORGANISER PINK	EACH	08		
BINDING ELEMENTS 16MM	EACH	100		
BINDING ELEMENTS 25MM	EACH	100		
WHITEBOARD ERASER	EACH	03		
LEAD 0,5MM	EACH	20		

Please e-mail the completed quotation to

Enquiries	: Public Works
Tel	: Corner Church and Bosman Street
Mobile	: Keneuwe Mathatho
E-mail	: 012 406 2199
	: 066 185 5052
	: keneuwe.mathatho@dpw.gov.za

Quotations must be submitted to the following email address:
ndpwquotations@dpw.gov.za

Or at the Quotation Box: CGO Building, 256 Madiba Street, Pretoria Central, 0001

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.