



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 1901 Fax: 086 272 8850
E-mail: siphokazi.mapeyi@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 : RFQ223A0556
QUOTATION DESCRIPTION : Supply and Delivery of Stationery
VALIDITY PERIOD : 84 days
CLOSING TIME : 11:00
CLOSING DATE : 16/03/2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1. Calculator-12 digit electronic	EACH	3		
2. Cellote12mm X 66mm	EACH	5		
3. Pencil Eraser	EACH	10		
4. Puncher with paper guide	EACH	10		
5. Scissor 18cm	EACH	20		
6. Pencil (HB)	EACH	20		
7. Clutch Pencil	EACH	10		
8. Blue medium ball-point pen	EACH	30		
9. Red medium ball-point pen	EACH	30		
10. Black medium ball-point pen	EACH	30		
11. Flip file 40 Pockets	EACH	10		
12. Pencil sharpener (s/steel)	EACH	10		

13. White-board marker Blue	EACH	20		
14. White-board marker Black	EACH	20		
15. White-board marker Red	EACH	20		
16. White-board marker Green	EACH	20		
17. Lever arc files PVC (Blue)	EACH	10		
18. Lever arc files PVC (Red)	EACH	10		
19. Lever arc files PVC (Black)	EACH	10		
20. Ruler shatterproof 30cm	EACH	15		
21. PVC round up desktop organiser blue	EACH	8		
22. PVC round up desktop organiser pink	EACH	8		
23. Binding elements 16mm black	EACH	100		
24. Binding elements 25mm black	EACH	100		
25. Magnetic white-board eraser	EACH	3		
26. Clutch Pencil Lead 0.5mm	EACH	20		
Please see attached pictures.				
THE DELIVERY WILL BE AT PRETORIA				

Please e-mail the completed quotation to

Enquiries

Tel

E-mail

: Public Works

: Corner Church and Bosman Street

: **Siphokazi Mapeyi**

: **012 406 1854**

: Siphokazi.Mapeyi@dpw.gov.za

Quotations must be submitted to the following email address:

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.