



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1036 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 : RFQ243A0028
INVITATION DESCRIPTION : STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 10/06/2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY				
<i>Pen, ball-pointed red</i>	<i>Box 50</i>	<i>2</i>		
<i>Pen,ball-point black</i>	<i>Box 50</i>	<i>2</i>		
<i>Pen,ball-point blue</i>	<i>Box 50</i>	<i>2</i>		
<i>Pencil traditional HB</i>	<i>Box 50</i>	<i>3</i>		
<i>Pop-up sign here flags 45mm x 12mm assorted colours</i>	<i>Sheet 30</i>	<i>5</i>		
<i>Prestik 100g</i>	<i>Ea</i>	<i>1</i>		
<i>Punch, office paper 2-hole metal paper adjuster punch 30 sheets</i>	<i>Ea</i>	<i>30</i>		
<i>Punch, paper 2-heavy duty paper adjuster, 72 sheets</i>	<i>Ea</i>	<i>4</i>		

<i>Ring binder A4 board 2 ring 40mm assorted colours</i>	<i>Ea</i>	<i>1</i>		
<i>Ring binder A4 board 2 ring 25mm assorted colours</i>	<i>Ea</i>	<i>1</i>		
<i>Ring binder A4 board 2 ring 25mm assorted colours</i>	<i>Ea</i>	<i>1</i>		
<i>Ring binder 25mm assorted colour A4 PVC</i>	<i>Ea</i>	<i>1</i>		
<i>Ring binder A4 PVC 40mm assorted colours</i>	<i>Ea</i>	<i>1</i>		
<i>Rubber bands,38</i>	<i>Packet</i>	<i>1</i>		
<i>Rubber bands 69</i>	<i>Packet</i>	<i>1</i>		
<i>Rubber bands 75</i>	<i>Packet</i>	<i>1</i>		
<i>Rubber bands 89</i>	<i>Packet</i>	<i>1</i>		
<i>Ruler clear plastic 30cm</i>	<i>Ea</i>	<i>30</i>		
<i>Scissors assorted colours 170mm stainless steel blade</i>	<i>Ea</i>	<i>30</i>		
<i>Stapler giant 69mm (100 sheets)</i>	<i>Ea</i>	<i>4</i>		
<i>Stapler remover</i>	<i>Ea</i>	<i>20</i>		
<i>Stick note self-adhesive 130mm x 85mm assorted colours</i>	<i>Box 20</i>	<i>10</i>		
<i>Brown cover 480mm x 5m</i>	<i>Ea</i>	<i>10</i>		
<i>Binding A4 Covers sheets PVC</i>	<i>Packet of 100</i>	<i>1</i>		
<i>Binding element 16mm black 100 in a box comb</i>	<i>Box of 100</i>	<i>1</i>		
<i>Binding element 22mm black 100 in a box comb</i>	<i>Box of 100</i>	<i>1</i>		
<i>File divider A4 1-12 division (white) multi-punched</i>	<i>Set of 20</i>	<i>1</i>		
<i>File divider A4 A-Z 20 division (bright solid multi-punched colours)</i>	<i>Set of 20</i>	<i>1</i>		
<i>File divider A4 A-Z 20 division (white) multi-punched</i>	<i>Ste of 20</i>	<i>1</i>		
<i>Exam pad (100 sheets)</i>	<i>Pack of 12</i>	<i>7</i>		
<i>Staplers 26/6</i>	<i>Ea</i>	<i>20</i>		
<i>Highlighters in a box assorted</i>	<i>Pack of 6</i>	<i>9</i>		

<i>Permanent marker assorted</i>	<i>Pack of 6</i>	<i>1</i>		
<i>Staples 26/6</i>	<i>Box</i>	<i>5</i>		
<i>A4 2 quire exercise book</i>	<i>Pack of 6</i>	<i>7</i>		
<u>DELIVERY ADDRESS</u> CGO CORNER VERMEULEN AND BOSMAN STREET PRETORIA				
TOTAL PRICE				

SUPPLIER LOCATION MUST BE GAUTENG PROVINCE FOR ALLOCATION OF POINTS

Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

Enquiries : Public Works
Tel : Corner Vermeulen and Bosman Street
: Pretoria
: Veronica Tshokwe
: 012 406 1036

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